

Job/Analysis

Position Title: Management & Program Analyst		<u>Competency Category (KSA/Job Criteria)</u> Basic Qualifications (Knowledge) Functional (Skills/Abilities) Interpersonal (Abilities)		<u>FOR CATEGORY RATING:</u> BQ Category Range: 95 - 100 WQ Category Range: 85 - 94 Q Category Range: 70 - 84
Series, Grade: GS-0343-12		<u>Question Type</u>		
Subject Matter Expert:		MC – Multiple Choice LA – Long Answer YN – Yes No	MAMC – Multiple Answer Multiple Choice SA – Short Answer AA – Applicant Assessment	
Human Resources Specialist:				
Major Duties - PD	Competency Category (KSA/Job Criteria)	Question Type	QuickHire Questions and Responses (New or Existing)	SCORE (For Use in HR Office Only)
Conducts detailed operations analysis and project/ program management tasks on issues which require complex functions and coordination across assigned program lines. Conducts, evaluates and/or coordinates a variety of projects to improve the effectiveness and efficiency of programmatic administrative and operational policies and procedures related to the mission of the office.	Skill in applying analytical and evaluative methods and techniques in developing of new procedures and approaches to identify and resolve significant issues and problems of a unique nature.	Y/N	<p>GS-12 You must have one year of specialized experience equivalent to the next lower grade in the federal service which has equipped you with the knowledge, skills, and abilities to perform successfully the duties of the position. Select the choice which best describes your specialized experience. #16675</p> <ol style="list-style-type: none"> 1. I have one (1) full year of specialized experience equivalent in responsibility and scope to the next lower grade level as described in the vacancy announcement under the specialized experience requirements. 2. I do not meet or exceed the 1 year of specialized experience as described in the vacancy announcement. <p>Select the one choice below that best describes your level of experience collecting, complying, analyzing, and evaluating information and data. #55810</p> <ol style="list-style-type: none"> 1. I have not education, training or experience in performing this task. 2. I have had education or training in performing this task, but have not yet performed it on the 	

			<p>job.</p> <ol style="list-style-type: none"> 3. I have performed this task in the job, with close supervision from supervisor or senior employee. 4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee. 5. I have independently and regularly performed this task on the job and am frequently consulted by others as an expert for assistance in performing this task. <p>Select the choice(s) that describe your experience in applying knowledge of the organizational structure, policies, assignments, and missions and functions of a multi-office organization. #56790</p> <ol style="list-style-type: none"> 1. Identified appropriate offices or staff to initiate action of respond to official requests, congressional inquiries, organizational audits or equivalent documents. 2. Consolidated and reconciled technical organizational documents and concerns into a final management position. 3. Facilitated communications and activities between organizational entities. 4. Represented the office in meetings and work groups with offices both internal and external to the organization. 5. Identified problems, conflict, inefficiencies in organizational policies, processes and operating procedures. 6. None of the above. 	
--	--	--	---	--

<p>Provides staff support in the development of strategies for the assigned projects/ programs for the office.</p>	<p>Knowledge of Federal and agency regulations; knowledge of the specific organization's programs and missions.</p>	<p>NAMC</p>	<p>Please select the response(s) that best describe your experience in facilitating the efficient and effective operation of an organization. #54406</p> <ol style="list-style-type: none"> 1. Independently assessed, planned, coordinated and established organizational processes and procedures to expedite critical/suspense actions. 2. Evaluated and implemented tracking systems to facilitate ascertain and monitor the status of assignments and projects delegated to management and staff members. 3. Trained individuals on new organizational or program processes, processes and/or policy requirements. 4. Provided oversight to ensure administrative or program requirements were implemented. 5. None of the above. <p>Of the following duties, which do you have experience performing on a regular, recurring basis? #41116 (Energy Mgmt)</p> <ol style="list-style-type: none"> 1. I have experience maintaining liaison with internal staff members and managers to keep abreast of current events, potential news items, changes in legislation and regulations 2. I have experience maintaining contact and building partnerships with Federal, State, and local government officials 3. I have experience maintaining contact and building partnerships with members of professional, business, civic and other public interest organizations 4. I have experience participating with, and assisting local, state, and/or Federal officials in developing workable solutions to highly complex problems involving issues of concurrent or overlapping jurisdiction 5. I have experience dealing with high level 	
--	---	--------------------	--	--

			<p>management officials, employees, clients or the public on non-routine matters of a very sensitive, controversial or operationally important nature.</p> <p>6. None of the above.</p>	
--	--	--	---	--

<p>Develops new methods, organizational structures, and management processes for the assigned project/program to ensure that they are consistent with national energy policy DOE and EERE operating policies and priorities. Assists in identifying budget and manpower resources necessary to meet defined goals and objectives.</p>	<p>Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity of assigned programs.</p>		<p>Select the one choice below that best describes your ability to identify deficiencies or problems with a program or activity and develop correlating corrective action(s). #55815</p> <ol style="list-style-type: none"> 1. I have not education, training or experience in performing this task. 2. I have had education or training in performing this task, but have not yet performed it on the job. 3. I have performed this task in the job, with close supervision from supervisor or senior employee. 4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee. 5. I have independently and regularly performed this task on the job and am frequently consulted by others as an expert for assistance in performing this task. <p>Do you have a combination of education and/or experience applying quantitative methods and techniques for professional engineering analysis?</p> <ol style="list-style-type: none"> 1. Yes 2. No 	
<p>Assists in managing the briefings for senior EERE and DOE management, Congressional committees, OMB and other senior level audiences on issues related to assigned projects/programs. Prepares background papers and materials for senior management</p>	<p>Ability to communicate effectively to make recommendations to management and brief them.</p>		<p>Select the response(s) that reflect the activities you performed regularly at work. #37537</p> <ol style="list-style-type: none"> 1. Developed written materials for briefings, meetings, or conferences. 2. Written clearly, logically, concisely, and persuasively for a variety of audiences. 3. Drafted procedural material for dissemination to field or operating-level elements. 4. Drafted reports, memoranda, and correspondence for signatures for higher-level 	

			<p>officials.</p> <ol style="list-style-type: none"> 5. Authored issues/position papers or summary reports on organizational data, which included analysis and recommendations. 6. Drafted responses to Departmental inquire. 7. Communicated organizational strategies, goals, objectives, or priorities in writing. 8. Written guidelines or procedural instructions for implementing new initiative or systems. 9. Explained or justified decisions, conclusions, findings or recommendations. 10. Composed complex correspondence or other written work including management reports and manuals. 11. Reviewed reports for accuracy, adherence to expression and appropriateness for intended audiences. 12. Compiled correspondence that consolidates input from a number of different sources including contradictory viewpoints. 13. Developed comprehensive material for briefings, meetings or conferences. 14. None of the above. <p>Do you have experience advising senior management officials on major programs policy matters? Pick the best answer. #56313</p> <ol style="list-style-type: none"> 1. I have had education, training or experience in performing this task. 2. I have had education or training in performing this task, but have not yet performed it on the job. 3. I have performed this task on the job, with close supervision from supervisor or senior employee. 4. I have performed this task as a regular part of the job, independently and usually without review by supervisor or senior employee 5. I have supervised performance of this tasks and/or I have trained others in performance 	
--	--	--	---	--

			and/or am normally consulted by others as an expert for assistance in performing this task.	
Coordinates the implementation and evaluation of quality initiatives for the assigned projects/programs. Assists in monitoring the performance against goals with senior specialists. Prepares interim reports, position papers, final reports and summaries that reflect findings, goals, recommendations, strategies, and results.	Knowledge of pertinent laws, regulations, and policies related to program/operations area to consider their impact on programs.		<p>This position is responsible for producing a variety of written products. Please indicate which of the following types of written products you have produced as a regular part of a job by checking the appropriate boxes.</p> <ol style="list-style-type: none"> 1. Issue papers or summary reports on organizational data, which include analysis and recommendations. 2. Position papers on controversial issues. 3. Correspondence that consolidates input from a number of different source (including contradictory viewpoints). 4. Policy statements and guidance. 5. Procedural guidance. 6. Report findings on studies. 7. Briefings and testimony for Congressional Hearings. 8. Recommendations for solutions to policy problems. 9. None of the above. 10. 	

I. INTRODUCTION:

This is a Management and Program Analyst position, the incumbent of which is assigned anywhere within Office of Energy Efficiency and Renewable Energy organization. This position is established to analyze and advise management on the evaluation of the effectiveness of programs and operations or the productivity and efficiency of management, or both.

II. MAJOR DUTIES AND RESPONSIBILITIES

-- Conducts detailed operations analysis and project/ program management tasks on issues which require complex functions and coordination across assigned program lines. Conducts and/or coordinates a variety of projects to improve the effectiveness and efficiency of programmatic administrative and operational policies and procedures related to the mission of the office. Evaluates program administration and achievement of management objectives for new and/or revised policies to ensure compliance with pertinent regulations and policy guidance.

--Provides staff support in the development of strategies for the assigned projects/programs for the office. Formulates documents, and issues strategic planning policies and guidance. Analyzes strategic plans and advises senior management on how to implement these in conjunction with changes brought about by assessments of programs and services. When required, represents senior management on strategic planning working groups, teams, and task forces

Develops new methods, organizational structures, and management processes for the assigned project/program to ensure that they are consistent with national energy policy DOE and EERE operating policies and priorities.

Assists in identifying budget and manpower resources necessary to meet defined goals and objectives.

Participates in budget planning work groups, teams and/or task forces.

--Assists in managing the briefings for senior EERE and DOE management, Congressional committees, OMB and other senior level audiences on issues related to assigned projects/programs. Prepares background papers and materials for senior management and follow-up questions regarding programmatic policy and funding issues.

--Coordinates the implementation and evaluation of quality initiatives for the assigned projects/programs. Assists in monitoring the performance against goals with senior specialists. Prepares interim reports, position papers, final reports and summaries that reflect findings, goals, recommendations, strategies, and results.

Performs other duties as assigned.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

Knowledge of Federal and agency regulations; knowledge of the specific organization's programs and missions; as well as knowledge of pertinent laws, regulations, and policies related to program/operations area to consider their impact on programs.

Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity of assigned programs.

Skill in applying analytical and evaluative methods and techniques in developing of new procedures and approaches to identify and resolve significant issues and problems of a unique nature.

Ability to communicate effectively to make recommendations to management and brief them.

Factor 2 - Supervisory Controls.

The supervisor provides limited direction, setting the overall project objectives. The supervisor, in consultation with the incumbent, develops deadlines and project plans. The incumbent is responsible for independently performing assignments and keeping the supervisor apprised of potentially controversial issues. Completed work is reviewed for effectiveness in meeting organizational goals and overall feasibility.

Factor 3 - Guidelines.

Guidelines consist of broadly stated mission objectives and Federal regulations. The incumbent conducts extensive analysis and interpretation in applying the provisions of the numerous and complex guidelines. Independent research is conducted to determine the applicability of the guidelines for many unique and difficult assignments and modify them accordingly.

Factor 4 - Complexity

The work involves duties requiring different processes and methods. These include the in-depth analysis of program requirements, budgetary constraints, regulatory limitations, and agency policy. The incumbent makes decisions regarding the design of plans and assesses circumstances and data available. The incumbent makes decisions, interprets considerable data, plans the work, and refines the methods and techniques to be used.

Factor 5 - Scope and Effect

The incumbent is responsible for all phases of assignments. The work has a major impact on the efficiency and effectiveness of operations that contributes to overall productivity of the organization. The work involves studies of administrative and managerial processes and procedures to assess and subsequently refine the productivity, effectiveness, and efficiency of program operations. The issues involved may cross organizational lines or geographical areas. The studies performed could affect the administrative methods of the managerial processes of the organization.

Factors 6/7 Personal Contacts/Purpose of Contacts

Contacts include employees and top managers within the organization, as well as managers at various levels within private industry. Contacts occur through meetings, at which the incumbent presents proposals or issues for negotiation. Contacts are for negotiation and consultation, as well as to provide information of a technical nature. The incumbent develops approaches to reach a mutual understanding of a situation.

Factor 8 - Physical Demands .

The work is primarily sedentary.

Factor 9 - Work Environment

Work is performed in a typical office setting.

TOTAL = 2890 pts. GS-12 = 2755 - 3150

This position is exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS