

**Job/Analysis**

<b>Position Title: Management &amp; Program Analyst</b>		<b><u>Competency Category (KSA/Job Criteria)</u></b> Basic Qualifications (Knowledge) Functional (Skills/Abilities) Interpersonal (Abilities)		<b><u>FOR CATEGORY RATING:</u></b> BQ Category Range: 95 - 100 WQ Category Range: 85 - 94 Q Category Range: 70 - 84
<b>Series, Grade: GS-0343-14</b>		<b><u>Question Type</u></b> MC – Multiple Choice                      MAMC – Multiple Answer Multiple Choice LA – Long Answer                          SA – Short Answer YN – Yes No                                  AA – Applicant Assessment		
<b>Subject Matter Expert:</b>				
<b>Human Resources Specialist:</b>				
<b>Major Duties - PD</b>	<b>Competency Category (KSA/Job Criteria)</b>	<b>Question Type</b>	<b>QuickHire Questions and Responses (New or Existing)</b>	<b>SCORE (For Use in HR Office Only)</b>
Serves as a senior analyst responsible for performing operations analysis and project/ program management tasks on issues which require broad expertise and coordination across assigned program lines.	Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems	<b>Y/N</b>	Do you have at least one year of specialized experience, equivalent to the GS-13 grade level in the Federal service, serving as an analytical and program advisor to an executive/CEO level manager AND as a liaison to subordinate professional staff and external organizations? Experience must include exercising independent judgment, discretion and leadership in order to interpret and convey guidance/direction on sensitive, controversial and confidential program issues. #54401 (PRGM Ana)  1. Yes 2. No  Which of the following program management duties have you performed? NEW  1. Policy Development 2. Strategic Plan Development 3. Program Budget Development 4. Program Performance Metric Development 5. Assessment of program performance 6. None of the above	

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<p>Manages the production of briefings for senior EERE and DOE management, Congressional committees, OMB and other senior level audiences on issues related to assigned projects/programs. Develops background papers and materials for senior management and prepares follow-up questions regarding programmatic policy and funding issues.</p>	<p>In-depth knowledge of relationships with other programs and key administrative support functions within the employing bureau or other agencies.</p>	<p><b>MAMC</b></p>	<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"> <li>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</li> <li>2. I have experience maintaining contact and building partnerships with Federal, State, and local government officials.</li> <li>3. I have experience maintaining contact and building partnerships with members of professional, business, civic and other public interest organizations.</li> <li>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</li> <li>5. I have experience dealing with high level management officials, employees, clients or the public on non-routine matters of a very sensitive, controversial or operationally important nature.</li> <li>6. None of the above.</li> </ol>	
<p>Coordinates the design, development, implementation, and evaluation of quality initiatives for the assigned projects/programs. Facilitates efforts to implement quality initiatives by providing continuous review and evaluation of plans, policies, practices, and procedures to ensure that they produce the results necessary to develop and sustain effective program implementation. Prepares interim reports, position papers, final reports and summaries that</p>	<p>Expert knowledge of bureau program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.</p>	<p><b>MAMC</b></p>	<p>Which of the following duties have you performed as a regular and recurring part of a job? Check all that apply. (New)</p> <ol style="list-style-type: none"> <li>1. I have advised and assisted office program officials in the development implementation, and evaluation of program plans, strategies regulations, guidelines and procedures.</li> <li>2. I have planned, organized and conducted special studies that are broad in scope.</li> <li>3. I have lead internal control reviews of performance and operational activities at the organizational level.</li> <li>4. I have reviewed resources and budgetary</li> </ol>	

<p>reflect findings, goals, recommendations, strategies, and results</p>			<p>issues to ensure strategic alignment with an agency's overall mission.</p> <ol style="list-style-type: none"> <li>5. I have prepared and presented budget information to senior management officials, such as Senior Executive Service or Executive Level employees.</li> <li>6. I have identified compliance and/or systematic weakness in reports/reviews and coordinated developed and implemented corrective actions.</li> </ol>	
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Job Analysis

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## I. INTRODUCTION

This is a senior 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

--Serves as a senior analyst responsible for performing operations analysis and project/ program management tasks on issues which require broad expertise 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. Develops and coordinates new and/or revised policies and management methods for senior management review/consideration, and evaluates program administration and achievement of management objectives to ensure compliance with pertinent regulations and policy guidance.

--Provides staff support in the overall development of concepts and strategies that will form the framework of strategic planning 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. Represents senior management on strategic planning working groups, teams, and task forces.

--Assists in developing and implementing goals, objectives and plans for the assigned project/program to ensure that they are consistent with national energy policy DOE and EERE operating policies and priorities. Assists in developing the Annual Operating Plans, Multi-Year Program Plans and schedules to identify budget and manpower resources necessary to meet defined goals and objectives. Participates or leads budget planning work groups, teams and/or task forces.

--Manages the production of briefings for senior EERE and DOE management, Congressional committees, OMB and other senior level audiences on issues related to assigned projects/programs. Develops background papers and materials for senior management and prepares follow-up questions regarding programmatic policy and funding issues.

--Coordinates the design, development, implementation, and evaluation of quality initiatives for the assigned projects/programs. Facilitates efforts to implement quality initiatives by providing continuous review and evaluation of plans, policies, practices, and procedures to ensure that they produce the results necessary to develop and sustain effective program implementation. Monitors performance against goals with the Director. Prepares interim reports, position papers, final reports and summaries that reflect findings, goals, recommendations, strategies, and results. Briefs EERE senior management on key initiatives.

--When required, manages special projects including evaluations of various functional operational and financial activities and developing and/or managing special briefings, reports, etc. for EERE senior management.

--Performs other duties as assigned.

## III. FACTORS

### FACTOR 1 KNOWLEDGE REQUIRED

--Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.

-- Knowledge of a comprehensive range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs.

-- Expert knowledge of bureau program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.

-- In-depth knowledge of relationships with other programs and key administrative support functions within the employing bureau or other agencies.

-- Exceptional skill in planning, organizing, and directing team study work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial bureau resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

#### FACTOR 2 SUPERVISORY CONTROLS

The employee is subject only to administrative and policy direction concerning overall project priorities and objectives. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs and organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals.

#### FACTOR 3 GUIDELINES

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied. The employee uses judgment and discretion in interpreting and revising existing policy/regulatory guidance for use by others. The incumbent reviews proposed regulations which would significantly change the basic character of bureau programs, the way the bureau conducts its business with the public or with private industry. Develops study formats for use by others on a project team or at subordinate echelons in the organization.

#### FACTOR 4 COMPLEXITY

The work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

#### FACTOR 5 SCOPE AND EFFECT

The purpose of the work is to analyze and evaluate major management/program aspects of substantive, mission-oriented programs. The work involves identifying and developing ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Work products are complete decision packages and staff studies, and typically contain findings/recommendations of major significance which serve as the basis for new administrative systems, legislation, regulations, or programs.

#### FACTORS 6&7 PERSONAL CONTACTS AND PURPOSE OF CONTACTS

Contacts are with persons within DOE Headquarters managers and executives and managers and directors of national and state energy agencies national laboratories and industry. Contacts are also with DOE field officials, management of other Federal agencies, and public and private sector organizations. Contacts may include Members of Congress and their staffs, White House staff, OMB staff, DOE sub-cabinet and other high-level officials. The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. The employee may encounter resistance due to organizational conflict, competing objectives, or resource problems.

#### FACTOR 8 PHYSICAL DEMANDS

No unusual physical exertion is required.

#### FACTOR 9 WORK ENVIRONMENT

The work is performed in an office setting.

Total Points: 3740 GS-14 = 3605 - 4050

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

#### IV. UNIQUE POSITION REQUIREMENTS