

Job Description

Job Title: Program Analyst

Job ID: 25198

Location: 1125 15th Street, NW

Full/Part Time: Full-Time

Regular/Temporary: Regular

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General Job Information

"Pay Plan, Series & Grade: CS-0343-11

Agency: Department on Disability Services (DDS)

Area of Consideration: Open to the General Public

Opening Date: June 2, 2014

Closing Date: Open Until Filled

First Screening Date: June 16, 2014

Collective Bargaining Unit (Non-Union): This position is not in a collective bargaining unit.

Duration of Appointment: Career Service Appointment (Career)

Number of Vacancies: Two (2)

Promotion Potential: NONE

Salary Range: \$52,024 - \$67,081

Tour of Duty: 8:15 am - 4:45 pm, Monday - Friday

Duties

Brief Description of Duties: This position is located in the Department on Disability Services (DDS), Quality Management Division (QMD). The incumbent reports to the Quality Improvement Manager. This position is established to analyze current and proposed operating programs to evaluate their actual or potential effectiveness in achieving objectives. Conducts analytical surveys and assigned studies serving as required. Present findings and documents them in written management reports, identifying weaknesses and outlining conclusions, analyzing findings and making recommendations for resolution of problem areas, increasing program effectiveness. Maintains information on new programs, studies, regulations, policy statements, enacted legislation involving or affecting DDS. Analyzes and evaluates assigned DDS work processes and policies, operations, and procedures, taking into full consideration legislative, programmatic, and management issues and problems. Assists in conducting complex studies of DDS programs, policies, and strategies. Assists in designing and conducting time sensitive analytical and evaluative studies of program or administrative management systems, work simplification, resource utilization, and decision making studies for DDS. Establishes the approach and objectives of such studies, formulates methodology,

and evaluates alternative courses of action. Prepares complex reports of findings and recommendations considering such factors as actual accomplishments versus goals established, adequacy of existing versus new programs, and costs incurred in the conduct of the program. Implements plans with milestones, timetables, audit trails, and evaluation procedures. Gathers data using techniques such as quantitative analysis, surveys, interviews, research, etc., to justify proposals through systematic and deductive reasoning. Assists in preparing and coordinating DDS responses to sensitive requests from the District of Columbia Council, the Inspector General, and the District Office of the Attorney General and/or Congress. Performs other related duties as assigned.

Qualifications

Basic Requirements: Applicant must have one (1) year of Specialized Experience at the next lower grade level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to statistical analysis and techniques and survey development. Examples: Experience using qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity of assigned programs; and applying analytical and evaluative methods and techniques.

Ranking Factors

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

Ranking Factor #1: Describe in detail and give examples that demonstrate your knowledge of analytical and evaluative tools and techniques and knowledge of the mission and goals, structures, functions, interrelationships, and work processes and activities of DDS.

Ranking Factor #2: Describe in detail and give examples that demonstrate your experience with adapting analytical techniques and evaluation criteria to measure and improve program effectiveness; and organizational productivity.

Ranking Factor #3: Describe in detail and give examples that demonstrate your experience planning and organizing complex studies and working on study teams.

Ranking Factor #4: Describe in detail and give examples that demonstrate your ability to communicate effectively to persuade management to accept recommendations when proposals involve complex resources.

Priority Consideration

Displaced Employee Priority Placement: Eligibles for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

Employment Benefits

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

Residency Preference

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

Information to Applicants

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Veterans Preference: Applicants claiming veterans preference must submit official proof at the time of application.

How to Apply

How to Apply:

1. Applications for this vacancy announcement must be submitted online at www.dchr.dc.gov for consideration.
2. It is recommended for applicants to use the following web browsers when completing an application: Internet Explorer 8 (or a later version) and Firefox 4.2 (or a later version).
3. Applicants are encouraged to save application information frequently, minimally every 20 minutes, to avoid loss of data.
4. Please visit www.dchr.dc.gov to locate partner agencies and community based organizations that provide computer and internet access.

Disposition of Resume: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to receive consideration for any subsequent advertised position vacancies. For the purpose of employment, resumes are not considered job applications. Therefore, the submission of an online job application is required in order to be considered.

An email notification of receipt serves as confirmation that your application submission was received.

Contact Information: All inquiries related to employment and job applications should be directed to Melonie Buckley, HR Specialist
melonie.buckley@dc.gov

Closing Statement

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.

Job Offers: Official Job Offers are made by the Office of Human Resources Only with the Department on Disability Services.

Closing Statement: Applicants have until 11:59PM of the closing date to submit an application for consideration.