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Management and/or Program Analyst 05

GS-0343-05

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I. INTRODUCTION

This position is located in

This entry-level position performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations.

II. MAJOR DUTIES AND RESPONSIBILITIES

Participates in investigations and research to ensure sound management principles within an organization. Conducts segments of organizational studies. Reviews operational plans.

Identifies various resources (e.g. staffing, equipment) required to support program operations. Writes draft reports of study findings.

Assist in cost-benefit evaluations of current programs. Prepares materials for work flow and operational analysis, organization and/or distribution of work, and/or equipment utilization.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-5, 750 pts.

Knowledge of the agency and organizational mission to understand the organizations and the programs.

Knowledge of theories of management, principles of organization, and administrative procedures to evaluate programs.

Ability to apply analytical techniques to participate in studies.

Ability to communicate effectively in reporting study findings.

Factor 2 - Supervisory Controls FL 2-1, 25 pts.

The supervisor provides detailed and specific instructions concerning project assignments, work methods, and the desired format of the end product. Tasks are performed under the close guidance of the supervisor, who is available to answer questions about any aspect of the work. Work is reviewed in progress and upon completion for accuracy and adherence to procedural instructions.

Factor 3 - Guidelines FL 3-1, 25 pts.

Specific guidelines are available for all aspects of the work, including administrative policies, Federal regulations, and policy and regulatory guidance issued by the organization and the agency. Tasks are performed in accordance with provisions of available guidelines.

Factor 4 - Complexity FL 4-2, 75 pts.

The incumbent performs well-defined analytical and evaluative program/management duties to detect organizational problems. The assignments consist of a variety of tasks, most of which involve several related steps that lead to improving the efficiency, effectiveness, or productivity of the organization.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

The purpose of the work is to participate in projects to improve the efficiency of the organization. This may be accomplished by assisting higher-level analysts in program/management studies and analysis services. The application of methods and techniques impacts and affects the further processes of the organizational work unit.

Factors 6/7 - Personal Contacts/Purpose of Contacts FL 6/7-1a, 30 pts.

Contacts include co-workers and other employees in related program areas. Contacts are to ask questions, give facts, or exchange information directly relevant to tasks performed.

Factor 8 - Physical Demands FL 8-1, 5 pts.

The work is primarily sedentary, requiring no special physical demands.

Factor 9 - Work Environment FL 9-1, 5 pts.

The work is performed in a typical office setting.

TOTAL = 940 pts.

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

IV. UNIQUE POSITION REQUIREMENTS

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