





Management and Program Analyst

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel

Apply







Summary

This vacancy is for a Management and Program Analyst in the Office of the Secretary within the Department of Commerce.

Learn more about this agency

Overview



Accepting applications

Open & closing dates

© 06/12/2023 to 06/20/2023

Salary

\$94,199 - \$145,617 per year

Pay scale & grade

GS 12 - 13

? Help

Location

1 vacancy in the following location:

Washington, DC

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Permanent -

Work schedule

Full-time -

Service

Competitive

Promotion potential

None

Job family (Series)

0343 Management And Program Analysis

Supervisory status

No

Security clearance

Not Required

Drug test

No

Position sensitivity and risk

Noncritical-Sensitive (NCS)/Moderate Risk

Trust determination process

Credentialing

Suitability/Fitness

Announcement number

OS-OGC-ST-23-11953947

Control number

731032600

This job is open to





Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a "surplus" or "displaced" employee.

- **Federal employees Competitive service**

Current or former competitive service federal employees.

- Individuals with disabilities
- Land & base management

 Certain current or former term or temporary federal employees of a land or base management agency.
- Military spouses
- Peace Corps & AmeriCorps Vista
- Special authorities
 Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.
- **Veterans**

Clarification from the agency

Current Federal employees serving under a career or career-conditional appointment in the competitive service; former Federal employees with reinstatement eligibility; Career Transition Assistance Plan (CTAP)/Interagency Career Transition Assistance Plan (ICTAP) eligibles; applicants eligible under special hiring authorities; veterans who are preference eligible, or separated from the U.S. Armed Forces under honorable conditions after 3 years or more of continuous active service (VEOA).

Duties



As Management and Program Analyst, you will perform the following duties:

- Assist in developing, organizing, and implementing functional short- and long-range plans; estimate resource requirements; and revise program operations for consistency with strategies and program emphasis.
- Research and/or analyze complex program issues; determine information requirements; collect data; review & reconcile data so that findings are reliable; devise new or modified methods to analyze findings; and develop recommendations and proposals.
- Present findings and recommendations on complex issues and proposed solutions.
- Plan, execute, and report on analyses, evaluations, or investigations with varied, complex features that require a fresh approach to resolve new problems, such as those arising from changes to regulations and guidelines, or from changes in client needs for program services.
- Facilitate client and partner participation in the development of policy or process changes
 related to ethics program management. Participate in the development of new plans,
 schedules, or methods to accommodate changing program requirements.

This Job Opportunity Announcement may be used to fill other Management and Program Analyst GS-0343-12/13 FPL 13 positions within the Office of the Secretary in the same geographical location with the same qualifications and specialized experience.

This position is also advertised under OS-OGC-DE-23-11953946, which is open to Delegated Examining eligible applicants. You must apply to both announcements if you want to be considered for both.

Requirements



Conditions of Employment

- You must be a U.S. citizen to apply for this position.
- You must successfully pass a background investigation. This may include a credit check, a review of financial issues, as well as certain criminal offenses and illegal use of possession of drugs.
- A probationary or trial period may be required.
- Selective Service: Males born after 12/31/59 must be registered or exempt from Selective Service (see https://www.sss.gov/).
- If you receive a conditional offer of employment for this position, you will be required to complete an Optional Form 306, Declaration for Federal Employment, and to sign and

certify the accuracy of all information in your application.

- All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- Drug Test: No
- License required: No
- Pre-employment physical required: No
- Bargaining Unit Position: No
- Confidential Financial Disclosure Report (OGE form 450): No
- Permanent Change of Duty Station (PCS) Expense: Will Not be paid
- Time-in-grade/band requirements must be met by the closing date of the announcement unless eligible for special hiring authority, reinstatement eligible, non-current Federal employee applying as a VEOA eligible which do not require time-in-grade/band.

Qualifications

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: https://www.opm.gov/policy-data-oversight/classification-qualification-standards/

Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

To qualify at the GS-12 level:

SPECIALIZED EXPERIENCE: You must possess one full year (52 weeks) of specialized experience equivalent to the GS-11 in the Federal service. Specialized experience is defined as: Review and analyze information and manage detailed electronic and hardcopy records; plan and conduct a variety of projects and studies; develop plans for meeting operational requirements and provide guidance and advice concerning administrative policies and management and organizational theories.

To qualify at the GS-13 level:

SPECIALIZED EXPERIENCE: You must possess one full year (52 weeks) of specialized experience equivalent to the GS-11 in the Federal service. Specialized experience is defined as: prepare a variety of status reports, management summaries, or briefing papers that identify problems; initiate and execute administrative/management projects; identify, analyze or develop recommendations to resolve problems of effectiveness and efficiency of work operations.

Education

There is no positive education requirement for this position.

Additional information

Read more

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated based on how well you meet the qualifications listed in this vacancy announcement. Your qualifications will be evaluated based on your application materials (e.g., resume, supporting documents), and the responses you provide on the application questionnaire. To be considered for this position, you must complete all required steps in the process.

We will review your resume, optional cover letter and supporting documentation (transcripts if applicable) to determine if you meet the minimum qualifications for the position. If you meet the minimum qualifications stated in the vacancy announcement, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire that you completed as part of the application. However, your resume or optional cover letter must support your responses to the occupational questions, or your score will be lowered. The best-qualified candidates will be identified for referral to the hiring manager and may be invited for an interview.

The scored occupational questionnaire will evaluate you on the following competencies; please do not provide a separate written response:

- Planning and Evaluating
- Information Management
- Decision Support
- Creative Thinking
- Customer Service

If applicable, performance appraisals and/or Incentive award documentation may be submitted and will be forwarded to the selecting official as support in consideration of your application in the evaluation process. To receive due weight, you must submit a recent performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable (do not submit a performance plan) **and/or** incentive award documentation (i.e. superior performance awards, special act or achievement awards, quality step increases, etc.) Due weight shall be given to performance appraisals and awards in accordance with 5 CFR 335.103(b)(3), during the interview/selection process conducted by the hiring manager.

Do NOT include the following types of information in your resume/application. If any are included, you will be deemed INELIGIBLE for consideration.

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.

We recommend that you preview the online questions for this announcement before you start the application process. To preview the questionnaire, click the following link: https://apply.usastaffing.gov/ViewQuestionnaire/11953947

Benefits

Required Documents

How to Apply

Fair and Transparent

Required Documents



A complete application consists of the following:

- Resume showing relevant experience; cover letter optional. Your resume should list your educational and work experience including the dates (mm/dd/yy) of each employment along with the number of hours worked per week. Your resume may be used to validate your responses to the scored occupational questionnaire. Your resume should also indicate your citizenship and if you are registered with the Selective Service System if you are a male born after 12/31/59. Refer to the "How you will be Evaluated' section for types of information not to include in your resume/application.
- **SF-50, "Notification of Personnel Action,"** supporting your eligibility, showing tenure code, position occupied and highest grade and step.
- If applicable, performance appraisals and/or Incentive award documentation may be submitted and will be forwarded to the selecting official as support in consideration of your application in the evaluation process. To receive due weight, you must submit a recent performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable (do not submit a performance plan) and/or incentive award documentation (i.e. superior performance awards, special act or achievement awards, quality step increases, etc.)
- Veterans Employment Opportunities Act (VEOA) documentation, if applicable. For more
 information, please go to: hiring-authorities/#VEOA
- Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation, if applicable
- CTAP applicants MUST submit the following documents:

- A copy of your specific RIF notice; notice of proposed removal for failure to relocate; a
 Certificate of Expected Separation (CES); or certification that you are in a surplus
 organization or occupation (this could be a position abolishment letter, a notice
 eligibility for discontinued service retirement, or similar notice).
- A copy of your SF-50 "Notification of Personnel Action", noting current position, grade level, and duty location;
- A copy of your latest performance appraisal including your rating; and
- Any documentation from your agency that shows your current promotion potential.
- ICTAP applicants MUST submit the following documents:
 - A copy of your RIF separation notice; notice of proposed removal for failure to relocate; notice of disability annuity termination; certification from your former agency that it cannot place you after your recovery from a compensable injury; or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement;
 - A copy of your SF-50 "Notification of Personnel Action" documenting your RIF separation, noting your positions, grade level, and duty location, and/or Agency certification of inability to place you through RPL, etc;
 - o A copy of your latest performance appraisal including your rating; and
 - Any documentation from your agency that shows your current promotion potential.
- Are you a current or former political Schedule A, Schedule C, Non-career SES or
 Presidential Appointee employee? Submit a copy of your applicable SF-50, along with a
 statement that provides the following information regarding your most recent political
 appointment:
 - Position title;
 - Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee);
 - o Agency; and
 - Beginning and ending dates of appointment.

You are not required to submit official documents at this time; copies are sufficient.

Failure to provide such documents when requested may result in lost consideration.

How to Apply



Read more

Agency contact information



Victoria Landwehr

Email

Vlandwehr@doc.gov

Address

Office of the Secretary 1401 Constitution Ave NW Washington, DC 20230 US

Learn more about this agency

Next steps

Read more

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity (EEO) Policy Reasonable accommodation policy

Financial suitability

Selective Service

New employee probationary period

Signature and false statements

Privacy Act

Social security number request



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Control number

731032600

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Reasonable Accommodation Policy Statement
Veterans Information
Legal and Regulatory Guidance
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Budget and Performance

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