Agency Name - DHCD

dchr

Job Title: Program Analyst

Grade: CS-12	Salary Range: $85,209 - $109,023

Job Summary:

This position is located in the Department of Housing and Community Development, Development Finance Division (DFD). This Division is responsible for the administration of programs designed to provide financial assistance for multifamily rehabilitation, new construction and commercial projects in the District of Columbia.

The incumbent in this position provides a variety program analysis functions and conducts studies of programs within an assigned organization. The purpose of the program studies and analyses is to improve the efficiency and effectiveness of organizational structures, to assess organizational and program problems and recommend solutions; and to review and evaluate the potential effectiveness of proposed organizations and programs.

The work involves the application of the full range of analytical methods and techniques to identify and analyze issues and resolve complex problems. Studies and projects typically consist of fact finding, problem identification and definition, determination of cause and effect relationships, conclusions, and recommendations for decision and action. The work often requires the employee to make decisions based on incomplete or conflicting information, to assess unusual circumstances, and to adapt and modify analytical methods and techniques to meet the requirements of individual assignments.

Duties and Responsibilities:

Gathers and organizes information from a variety of sources such as records, computer files, previous studies, and interviews, analyses information to identify issues and isolate problems, develops solutions and measurements of productivity and effectiveness for use by others, develops detailed briefings and reports of findings and recommendations, and convinces others to implement recommendations.

Organizes and delivers briefings to present findings, solutions, and recommendations to managers, and prepares option papers and similar staff reports.

Assignments may involve independent studies to determine the proper organization and structure of the activities of an agency, department, or large office; the conduct of studies to measure and track the progress and accomplishments of a District of Columbia organizational component dedicated to a major assigned organizational function; the planning of a single program to be carried out by various field organizations by identifying, collecting, and analyzing appropriate information, and presenting findings; devising new internal structures for a organizational component within a major office of an agency, department or large office.

Assures program goals, objectives, and operations are realistic. Prepares internal instructions, operating policies, procedures, guidelines, etc., concerning assigned program (s) and recommends required changes and adjustments to assure proper and adequate accomplishment of major program goals and objectives.

Performs other duties as assigned.

Qualifications and Education

Knowledge of a wide range of specialized analytical methods and techniques for planning, analyzing, and evaluating the effectiveness of work processes or programs, and a general knowledge of related studies and cases.
Knowledge of pertinent laws, regulations, policies, and precedents that affect the program or work processes studied, and knowledge of the major issues, program goal and objectives, substantive work processes and program operations of the organization.
High degree of skill in applying and adapting analytical methods and techniques.
Knowledge and skill used to plan, schedule, and conduct projects and studies to evaluate, identify and resolve issues and problems.
Applicants must have at least one (1) year of specialized experience equivalent to the CS-11 grade level in the District of Columbia government service obtained from the public or private sector. Specialized experience is experience which is in or directly related to