dchr

Job Title: Management Analyst

Grade: CS-12

Salary Range: $77,649 - $99,323

Job Summary:

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.
The Division of Early Learning (DEL) is responsible for providing leadership and coordination to ensure all District of Columbia children, from birth to kindergarten entrance, have access to high quality early childhood development programs and are well prepared for school. DEL carries out several functions to support and advance the District's early care and education system. This position is located within the Licensing and Compliance Unit which provides leadership, management, and oversight for the development, implementation, technical assistance, monitoring and compliance of the District's child care licensing.
We are looking for a Management Analyst to support the Licensing and Compliance Unit with processing required criminal background checks and suitability processing. The ideal candidate will work well with a team and also independently; have exemplary organizational skills with the ability to multi-task and respond to rapidly changing priorities; and have superior interpersonal skills, excellent communication skills, and sound judgment. They will need to be able to communicate proactively and be comfortable with communicating with all levels of management and providers in the community.

Duties and Responsibilities:

- The ability to synthesize information provided from outside agencies to enable the organization to discern suitability for employment.
- Collaborate with senior staff to support the preparation of letters and develop correspondence that communicates to the community.
- Draft and revise letters, memos and notifications on behalf of the unit.
- Ensure correspondence and reports submitted are accurate without typos and grammatical errors.
- Accurately input data provided for criminal background checks and suitability determinations.
- Prepare, manage, and follow-up on historical and outstanding requests for suitability determination information.
- Support the response and completion of internal and external audits
- Ensure the appropriate retention of records and appropriate file management for senior leadership.
- Coordinate special projects such as standard operating procedures, reports, and responses as required.

Qualifications and Education

- A Bachelors' Degree from an accredited institution of higher education;
- Significant project planning experience;
- Experience providing strategic and operational support to mid-level or senior executives in either government, nonprofit or private sector;
- Excellent problem-solving, planning, and strategic thinking skills;
- Superior relationship-building skills in establishing and maintaining constructive working relationships with coworkers, peers, staff, and stakeholders.

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