Agency Name

dchr

Job Title: Program Analyst

Grade: CS-13

Salary Range: $89,457 - $115,262

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 Office of Federal Programs and Strategic Funding within OSSE's Division of Systems and Supports, K-12, administers and oversees major federal grant programs, including Every Student Succeeds Act (ESSA) grants, Scholarship and Opportunities for Results Act (SOAR) grant and the Elementary and Secondary School Emergency Relief (ESSER) grants, and supports local education agencies in applying for managing these funds to support the students in the District of Columbia.
The Program Analyst serves as a grants manager for the federal Scholarships for Opportunity and Results (SOAR) Act grants to public charter schools and charter support organizations. The Program Analyst is responsible for the oversight and programmatic and fiscal administration of the subgrant portfolio as it relates to (a) application creation, revision, and review, (b) reimbursement request processing and tracking, (c) monitoring, and (d) development of tools, technical assistance, processes, and procedures to assist subgrantees with grants management. The Program Analyst reports directly to the Manager of Federal Programs and Strategic Funding, provides technical and administrative assistance, and supports that office's programs and functions.

Duties and Responsibilities:

- Provide technical assistance to approximately fifty subgrantees, including providing ongoing strategic support for grant project implementation and overseeing day-to-day grant routines
- Plan and oversee the grants lifecycle, including competitive and formula grantmaking, reimbursement, and monitoring
- Prepare program-related communications for executive decision-making as well as for the general public
- Use research skills to identify interrelated program problems, draw conclusions, and develop recommendations to improve program efficiency and effectiveness

Qualifications and Education

- Familiarity with regulations and laws that govern public finance processes and federal grants (e.g., Uniform Grants Guidance, EDGAR)
- Strong verbal and written communication skills; ability to synthesize and distill information to make it clear and relevant to a particular audience
- Proficiency in Excel with the ability to analyze large datasets and draw concise conclusions
- Eagerness to be creative, innovative, and proactive in finding solutions to any challenge
- Strong attention to detail and desire to achieve thoroughness and accuracy when accomplishing tasks