dchr

Job Title: Measurement & Planning Analyst- CS-1101

Grade: CS- Grade 13

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

Job Summary:

Would you like to be a part of a dynamic public agency? The DC Office of Contracting and Procurement (OCP), seeks to ensure effective stewardship of Government resources by procuring quality goods, services and construction through a transparent, streamlined procurement process that is responsive to the needs of government agencies and the public, and ensures all purchases are conducted fairly and impartially. OCP manages the acquisition of over $5.6 Billion in goods, services, and construction annually. We are powered by a robust, diverse team of innovative professionals committed to improving the quality of life for District residents and visitors by supporting the unique programmatic needs of over 78 District Government agencies through contract and procurement with industry. OCP's resourceful team also identifies ways to reuse millions of dollars in surplus property by offering it to District agencies, and when there is no need within the government, our team allows businesses, non-profits and sometimes individuals to purchase government surplus assets at deep discounts.
This position will report to the Performance Management Officer in the Strategy and Performance Management unit. This team develops policies and procedures to help employees and other stakeholders work toward common goals, establish intended outcomes/results, and adjust the organization's priorities in response to a changing environment.

Duties and Responsibilities:

Gathers, organizes, merges, reshapes, cleans, and evaluates the quality of complex datasets and information from a variety of sources such as records, computer files, databases, previous studies, and interviews. Automates data pulls, manipulations, and other rote activities to enable efficient agency operations. Analyzes data and information to identify issues and isolate problems. Develops solutions and measurements of productivity and effectiveness to support management's strategic planning activities and overall OCP reform efforts. Develops detailed briefings and reports of findings and recommendations and convinces others to implement recommendations.

Knowledge Required by the Position: Highly advanced analytical skills, with the ability to interpret and synthesize complex data sets. Experience performing exploratory data analysis and visualization with Excel, Alteryx, Tableau, SAS, or some other data analysis tool. Highly advanced Knowledge of and skill in using performance evaluation data and information to execute continuous quality improvements.

Qualifications and Education

Applicants must have at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression. Specialized experience is experience that equipped the applicant with the particular, knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

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