Department of Employment Services

VIRTUAL hiring fair

JOB TITLE	Program Analyst		
GRADE	12	SALARY RANGE	$73,906 - $94,543

JOB SUMMARY

This position is located in the Department of Employment Services (DOES), Federal Programs Division. The mission of DOES is to foster economic development and growth in the District of Columbia by providing workforce training, linking job seekers with employers, compensating unemployed and injured workers and promoting safe and healthy workplaces.

DUTIES AND RESPONSIBILITIES

The incumbent 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 an 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.

QUALIFICATIONS AND EDUCATION

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. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade in the normal line of progression for the occupation in the organization.

Bachelor's Degree from an accredited four-year university in business administration, economics, finance, policy, project management, etc. preferred.

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