Job Title: Program Analyst

Grade: CS 11	Salary Range: $68,870 - $88,787

Job Summary:

This is a standard position description that is designed for use in ny District of Columbia Government, departments, agencies, and offices. This position description depicts generalized duties and responsibilities required of a position with primary responsibility for analyzing current and proposed operating programs to evaluate their actual or potential effectiveness in achieving objectives, and monitoring projects and special assignments.

Duties and Responsibilities:

Plans, develops, and conducts program analyses of moderate scale and impact, concerning all aspects of current or projected operating programs for actual or potential effectiveness in achieving planned goals and objectives.

Develops, maintains, and monitors projects, and integrated reporting system(s) affecting program(s) throughout the activity. Communicates information to supervisor for effective evaluation of program operations and milestones. Analyzes, extracts, summarizes, and identifies significant trends and issues. Forecasts and estimates program requirements and prepares programmatic reports, justifications, charts, graphs, statistical and narrative data, etc., for presentations and briefings.

Conducts program surveys, audits, and projects. Provides advice to operating or management officials regarding complex programs. Recommendations may represent significant departure from established work operations.

Oversees execution of programs of significant scope and mission impact. Reviews and interprets new and established directives, instructions, regulations, and delegations of authority for potential impact on program objectives, operating policies, work operations, and progress.
Assures program goals, objectives, and operations are achieved. Prepares internal instructions, operating policies, procedures, and guidelines concerning assigned program(s) and recommends required changes and adjustments to assure proper and adequate accomplishment of program goals and objectives.

Performs other related duties as assigned.

Qualifications and Education

Knowledge of a wide range program management policies, concepts, practices, and principles in order to analyze and develop recommendations for improvement in program operations and objectives.

Knowledge of extensive operating programs and the interrelationships among such programs to perform program analysis by developing and evaluating the effectiveness of new or modified program objectives and operations.

Knowledge of complex, interrelated activity missions, organization, functions, and operations. Knowledge of, and skill in principles,

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