

## District of Columbia Department of Human Services (DHS)

### Program Analyst, Grade 11

\$66,542- \$85,784 (Starting salary negotiable, up to \$72,956)

#### **SYNOPSIS**

This position, Program Analyst, Grade 11, can be used to fill a variety of positions within DHS. The incumbent(s) in these positions provide a variety program analysis functions and conducts studies of programs within an assigned team/organization.

#### **ABOUT DHS**

It is the mission of DHS is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services.

Our approach to preventing homelessness and supporting individuals and/or families experiencing homelessness is focused both on systems-level reforms and on the quality of the programs and supports within that system.

These efforts include creating economic opportunity, making our neighborhoods safer, and providing more effective and efficient government services.

#### **MORE DETAILS ABOUT ROLE**

The Program Analyst 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. Your responsibilities will also include but not be limited to drafting, reviewing, and analyzing reports as needed for the department.

#### **QUALIFICATIONS AND EDUCATION**

Knowledge of analytical methods and techniques for planning, analyzing, and evaluating the effectiveness of work processes or programs, and a general knowledge of related studies and cases.

Knowledge of pertinent laws, regulations, policies, and precedents that affect the program or work processes studied, and knowledge of the major issues, program goal and objectives, substantive work processes and program operations of the organization.

Knowledge and skill used to plan, schedule, and conduct projects and studies to evaluate, identify and resolve issues and problems.

#### **OTHER SIGNIFICANT FACTS**

Collective Bargaining unit: (Union) This position is in a collective bargaining unit represented by AFSCME 2401. This position has been designated as Protective Sensitive the therefore the incumbent of this position will be subject to enhanced suitability.

***EEO Statement:** The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.*

