

Job Title: Program Analyst

Grade: CS-0343-12

Salary: \$72,457 – 79,201

Job Description:

This position is located within the Procurement Operations Division within the Office of Contracting and Procurement (OCP) and works under the general supervision of the Business Operations Manager.

The incumbent in this position plans, develops and conducts analyses of programs of substantial scale and impact concerning all aspects of current or projected operating programs for actual or potential effectiveness in achieving planned goals and objectives within OCP.

Serves as liaison to the supervisor for coordinating and providing accurate, timely advice on procedures, report requirements and other matters necessary to implement the policies and objectives as set forth by the supervisor.

Requirements: The position requires comprehensive knowledge of 1) program management policies, concepts, practices and principles in order to analyze and develop recommendations for improvement in program operations and objectives; and 2) administrative concepts and practices sufficient to enable the incumbent to recommend changes in administrative policies, to advise on and establish procedures and office practices affecting the agency.

The successful candidate is also required to demonstrate knowledge of and skill in applying fact-finding, analytics and problem-solving methods and techniques to identify interrelated program problems, draw conclusions and recommend appropriate action and/or solutions to improve program efficiency and effectiveness. Effectiveness in using management information system(s), office automation systems and processes, computer applications is also required to be successful.

If selected for the position, a criminal background check, traffic record check, consumer credit check, and/or mandatory drug and alcohol testing, as appropriate, will be conducted.

Qualifications: Applicants must possess one (1) year of specialized experience equivalent to the CS-11 grade level or its non-District government equivalent experience gained in the private and/or public sectors. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with particular knowledge, skills and abilities to perform the duties of the position successfully. Examples of specialized experience for this position include: experience performing a variety of analytical, planning, evaluative and advisory work in order to analyze, evaluate and measure the effectiveness and efficiency of the organization. There is no educational substitution for required specialized experience.

Job Title: Supervisory Public Affairs Specialist

Grade: MS-1712-14

Starting salary range: \$102,649 - \$123,178

Job Description: This position has primary responsibility for managing OCP's vendor engagement initiatives, legislative affairs and agency communication, including internal and external communications, public relations and public affairs.

The incumbent in this position plans, analyzes, develops and implements policies, procedures, and programs for all areas of agency communications. Develops and maintains current knowledge of communications principles and practices. Reviews all publications for consistency of style, message and compliance with District-wide initiatives. Oversees the informational content provided on the agency website. Ensures that website message and service information is consistent with the views and strategies represented in other agency communications. Ensures that all information posted to the agency website is accurate and up-to-date and follows established style and content standards. Responsible for the financial accountability, workforce planning, strategic development and daily operations of the agency's External affairs/Communications staff. Researches, analyzes, and develops information materials designed to reach local and national audiences through the print, broadcast, and online news media, trade publications, community groups.

Requirements: Graduation from an accredited four-year college or university with a bachelor's degree plus six (6) years of specialized experience, one (1) year of the specialized experience must be equivalent to the CS-13 grade level in the District of Columbia government service. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position to include:

- Public information, communication, public relations or media experience;
- Writing and editing experience specifically news releases, speeches, web content and newsletters; web content development and new media communication background;
- Experience communicating with the public and elected leadership;
- Experience supervising staff involved in public affairs activities and online content development for newsletters, websites and social media within short and recurring deadlines or an equivalent combination of education and experience.

If selected for the position, a criminal background check, traffic record check, consumer credit check, and/or mandatory drug and alcohol testing, as appropriate, will be conducted.

Qualifications: Highly qualified candidates will demonstrate a mastery of the principles, methods and techniques of managing organizational communications; and skill in developing strategies to disseminate information. Expert knowledge of the principles of effective communications and mass media, public relations, advertising, community relations, and government relations as they relate to large organized projects and initiatives. Superior writing and communication skills. Superior verbal and presentation skills. Superior knowledge in associate press style guide and other media writing rules/procedures. Ability to effectively develop, organize, and present ideas and concepts to diverse groups, including government officials, journalists, analysts, and District residents. Strong analytical, strategic and creative skills to develop and implement public outreach programs. Ability to manage multiple priorities and fast-paced work. Ability to plan, organizes, and implements multiple projects and programs with diverse and competing demands.

Team player adaptable to a diverse group of colleagues and constituents. Demonstrated experience in providing leadership, guidance and direction in a supervisory/managerial capacity. Ability to supervise subordinates based on priorities, selective consideration of the difficulty, and the requirements of the assignments and their capabilities. Thorough knowledge of the District government's goals and objectives, citywide agency functions, key officials, and relevant community groups/issues.

Job Title: Training Specialist

Grade: CS-1712-13

Starting salary range: \$83,481 - \$ 91,506

Job Description: The Training Specialist or Course Instructor/Developer (CID) is fully qualified to deliver most courses offered by the agency, and serves as the training development and delivery expert. The performs at a senior level and operates under the general direction of the Chief Learning Officer (CLO).

Working with key subject matter experts (SMEs), the incumbent is responsible for both pre-instructional and instructional actions such as overall maintenance and improvement of assigned courses and functional areas. Applies a variety of instructional techniques, including lectures, on-line sessions, programmed instruction, self-paced instruction, and multimedia programs. Serves as a principal source of technical information on which course development actions are based and duties include Serving as the primary instructor for teaching procurement policies, processes and methods to OCP procurement team and agency program personnel via lecture, discussion, and on-line exercises using the appropriate application system. The incumbent will guide students through a training manual to include course objectives, agendas, hands-on exercises, case studies, role-playing, and or module reviews.

Qualifications: Experience that demonstrates a practical knowledge of the subject area of the position and of the methods and techniques of instruction. Examples of qualifying specialized experience include:

- Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).
- Supervising or administering a training program.
- Development or review of training/course materials, aids, devices, etc., and evaluation of training results.
- Work in the occupation or subject matter field of the position to be filled that required training or instructing others on a regular basis.

Highly qualified candidates will possess five (5) years of demonstrated knowledge of the methods and techniques of basic learning theory, instruction, platform and delivery skills is highly desirable; proven ability to develop course and or training through various media channels which may include print, web-based, video, etc.; understanding of how to effectively interact with various learning styles; Demonstrated skills in working in a dynamic, fast paced environment, requiring the ability to multitask while delivering consistent results in a learning setting; demonstrated skills in adapting modified business processes that require changes or adjustments to course materials and teaching approach to meet mission of the agency; Comprehensive knowledge of working from concepts and strategies to develop training programs and materials; experience in working with operations/ business units/ and content owners to develop policies and procures and or desk-top manuals; Expe1i ability to create and produce original materials which may include case studies, role plays, and in-class group and individual exercises, leader guides, and student workbooks, to enrich the learning experience during the session and allows students to apply the key points to given situations or scenarios; expert understanding of various methods of presenting materials and content to support learning; Expert level of oral and written communication, and interpersonal skills, to effectively and diplomatically interact with executives, managers, employees, a cross section of students, and external customers at all background, educational, and professional levels; and, Demonstrated ability to analyze substantial amount of data, and make recommendations to improve class, learning, supported by quantitative and qualitative data.

If selected for the position, a criminal background check, traffic record check, consumer credit check, and/or mandatory drug and alcohol testing, as appropriate, will be conducted.