

**POSITION DESCRIPTION** (Please Read Instructions on the back) 1. Agency Position No  
S0320

2. Reason for Submission NEW	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No	
Explanation	7. Fair Labor Standards Act Non-exempt		8. Financial Statements Required		9. Subject to IA Action YES
	10. Position Status	11. Position is NON-SUPERVISORY	12. Sensitivity 1 - Nonsensitive/Low	13. Competitive Level Code	14. Agency Use Cyber Security FPL:
	15. Drug Test Required NO			16. ADP Status NO	

17. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Program Analyst	GS	0343	7	L . P	11/03/2004
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

18. Organizational Title of Position (if different from official title)	19. Name of Employee (if vacant, specify)
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20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR	c. Third Subdivision
a. First Subdivision U.S. GEOLOGICAL SURVEY	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Name and Title of Supervisor  Mark Sogge, Acting Deputy Director, USGS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature  /s/ Mark Sogge	Signature
Date  07/30/2015	Date

23. Classification/Job Grading Certification <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>	24. Position Classification Standards Used in Classifying/Grading Position <b>GS-343, Mgmt and Program Analysis Series Administrative Analysis Grade Evaluation Guide</b>
Typed Name and Title of Official Taking Action  Lorilee Penn Human Resources Specialist	<b>Information for Employees</b> <i>The standards and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S Office of Personnel Management.</i>
Signature  Lorilee Penn /s/	
Date  11/03/2004	

25. Position Review	Initials	Date								
a. Employee (Optional)										
b. Supervisor										
c. Classifier										

26. Remarks

27. Description of Major Duties and Responsibilities (See Attached)

0343,Program Analyst,GS-07

Based on PD Tracking Number 0002194

PD Tracking Number 0002236

### Introductory

As an advanced trainee, the incumbent conducts limited program analyses for actual or potential effectiveness in achieving planned goals and objectives within the organization.

### Major Duties

Monitors organization program activities to analyze trends, extract and summarize program data, and write sections of program status reports.

Performs routine tasks in the conduct of program analysis studies of operating programs. Performs limited analyses and writes portions of reports.

Participates in the development and conduct of program surveys, audits, and analyses of current or projected operating programs for actual or potential effectiveness in achieving planned goals and objectives.

Monitors reporting system(s) affecting programs with interrelated functions and operations. Extracts, summarizes, and analyzes program data.

Reviews and interprets directives, instructions, regulations, and delegations of authority for potential impact on program objectives, operating policies, work operations, and progress.

Develops sections of workload status reports that represent analytical findings in terms of cost, human resources and workload accomplishment.

### FACTORS

Factor 1, Knowledge Required by the Position (Level 1-6, 950 points)

Knowledge of qualitative and quantitative methods for the assessment and improvement of program effectiveness in order to participate in the planning and conduct of organization program reviews and evaluations.

Knowledge of overall bureau mission and programs to help determine the impact of bureau plans and policies upon organization programs, activities and operations.

General knowledge of the USGS program and budget formulation process to participate in the formulation of plans, program objectives and justifications, narrative presentations, and economic analyses of organization programs, operations, and activities.

Skill in oral and written communication to summarize information and write program status reports.

#### Factor 2, Supervision Received (Level 2-2, 125 points)

The supervisor makes assignments by indicating the work to be performed, quality and quantity expected, deadlines, and priorities; and provides additional specific instructions for unusual assignments and suggests work methods. The employee performs work independently but refers problems not covered by instructions or guides to the supervisor for assistance or a decision. Completed work is reviewed for technical accuracy and compliance with instructions.

#### Factor 3, Guidelines (Level 3-2, 125 points)

Guidelines include established OPM, Department, Survey, regional, and other agency procedures, laws, regulations, policies, and/or practices. While these guidelines are detailed and specific, the incumbent exercises judgment in selecting the most appropriate guidelines and alternative approaches.

#### Factor 4, Complexity (Level 4-3, 150 points)

The work consists of limited projects and studies that require analysis of issues of effectiveness, efficiency, and productivity. The incumbent works with cost and performance data, procedures, and guidelines; considers past, present, and projected data; and analyzes the impact of program changes. The incumbent must interpret and reconcile information, and identify program inconsistencies.

#### Factor 5, Scope and Effect (Level 5-2, 75 points)

The purpose of the position is to perform advanced developmental assignments covering program analysis functions. The work has an effect on the accuracy, reliability, and timeliness of projects performed by higher-level employees.

#### Factors 6 &7, Nature and Purpose of Contacts (Level 2A, 45 points)

Contacts are with USGS employees within the immediate organizational unit and in other offices within the USGS.

The purposes of contacts are to exchange information and obtain advice.

Factor 8, Physical Demands (Level 8-1, 5 points)

The work is sedentary.

Factor 9, Work Environment (Level 9-1, 5 points)

The work is performed in an office setting.

TOTAL POINTS 1480

GRADE CONVERSION GS-07

AAGEG, 08/90

GS-343, Management and Program Analysis Series 08/90