

0343,Program Analyst,GS-05

Based on PD Tracking Number 0002196

PD Tracking Number 0002235

### Introductory

As a basic trainee, the incumbent performs developmental assignments in support of program analysis functions.

### Major Duties

Locates, extracts, and summarizes data related to program activities.

Reviews past program status reports, locates and extracts needed data, and identifies trends in order to assist in monitoring integrated reporting systems.

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

Collects, compiles, and analyzes a variety of program data used in workload status reports

### FACTORS

Factor 1, Knowledge Required by the Position (Level 1-5, 750 points)

Basic knowledge of qualitative and quantitative methods for the assessment and improvement of program effectiveness to collect data needed for the conduct of organization program reviews and evaluations.

General knowledge of overall bureau mission and programs to analyze and evaluate data regarding organization programs, activities and operations.

Basic knowledge of the USGS program and budget formulation process and bureau strategic planning and program development functions to participate in limited economic analyses of organization programs, operations, and activities.

Ability to summarize information and write portions of status reports.

Factor 2, Supervision Received (Level 2-1, 25 points)

The supervisor provides detailed instructions for all new assignments. Work is closely reviewed in progress and upon completion for accuracy, adequacy, and adherence to instructions.

Factor 3, Guidelines (Level 3-1, 25 points)

Guidelines include established OPM, Department, Survey, regional, and other agency procedures, laws, regulations, policies, and/or practices. Detailed procedural guidance in the form of standard operating procedures, accounting manuals, and user guides are established and readily available to the incumbent. Deviations from established guidance are referred to the supervisor.

Factor 4, Complexity (Level 4-2, 75 points)

Assignments include specific, well-defined tasks that are designed to orient the employee in the application of a range of program analysis principles and concepts.

Factor 5, Scope and Effect (Level 5-1, 25 points)

The purpose of the position is to perform basic development assignments that facilitate the work of other employees in the immediate organizational unit.

Factors 6 & 7, Nature and Purpose of Contacts (Level 1A, 30 points)

Contacts are with USGS employees in the immediate organizational unit.

The purposes of contacts are to exchange information and receive training.

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 940

GRADE CONVERSION GS-05

AAGEG, 08/90

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