

# Management and Program Analyst

DEPARTMENT OF COMMERCE

Office of the Secretary

Office of the General Counsel

 This is a job preview and not a real job.

## COVID-19 Vaccination Requirement

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. [Click here](#) for more information.

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## Summary

**This vacancy is for a Management and Program Analyst position in the Ethics Law and Program Office located at the U.S. Department of Commerce in Washington, DC.**

[Learn more about this agency](#)

## Overview

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### Open & closing dates

 10/19/2022 to 10/28/2022

This job will close when we have received **100 applications** which may be sooner than the closing date. [Learn more](#)

**Salary**

\$74,950 - \$116,788 per year

**Pay scale & grade**

GS 12 - 13

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**Location**

FEW vacancies in the following location:

 **Washington, DC**

**Remote job**

No

**Telework eligible**

Yes—as determined by the agency policy.

**Travel Required**

Not required

**Relocation expenses reimbursed**

No

**Appointment type**

Permanent -

**Work schedule**

Full-time -

**Service**

Competitive

**Promotion potential**

13

**Job family (Series)**

[0343 Management And Program Analysis](#)

**Supervisory status**

No

**Security clearance**

[Not Required](#)

**Drug test**

No

**Position sensitivity and risk**

[Moderate Risk \(MR\)](#)

**Trust determination process**

[Credentialing](#)

[Suitability/Fitness](#)

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**Announcement number**

OS-OGC-ST-23-11681731

**Control number**

682364700

# This job is open to

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**[Career transition \(CTAP, ICTAP, RPL\)](#)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.

**[Federal employees - Competitive service](#)**

Current or former competitive service federal employees.

**[Individuals with disabilities](#)****[Land & base management](#)**

Certain current or former term or temporary federal employees of a land or base management agency.

**[Military spouses](#)****[Peace Corps & AmeriCorps Vista](#)****[Special authorities](#)**

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

**[Veterans](#)****Clarification from the agency**

Current Federal employees serving under a career or career-conditional appointment in the competitive service; former Federal employees with reinstatement eligibility; Career Transition Assistance Plan (CTAP)/Interagency Career Transition Assistance Plan (ICTAP) eligibles; applicants eligible under special hiring authorities; veterans who are preference eligible, or separated from the U.S. Armed Forces under honorable conditions after 3 years or more of continuous active service (VEOA).

## Duties

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As a Management and Program Analyst, you will perform the following duties:

- Develop plans for meeting operational requirements.
- Develop, organize, and implement functional short and long-range plans. Estimate resources required. Revise program operations for consistency with strategies and program emphasis.
- Research and/or analyze unstable or complex program issues. Based on conditions and factors that relate to the subject program and related programs, determine what information is required, and collect many sources.
- Design and conduct comprehensive management studies where the boundaries of the studies are extremely broad and difficult to determine in advance. Incumbent will develop the actual limits of the project as the study proceeds. Identify and propose solutions to management problems characterized by their breadth, importance, and severity, and for which previous studies and established management techniques were often inadequate.
- Participate with the primary staff of the serviced organization in developing and organizing policies and programs and other related concerns for program management. Participate in the development of new plans, schedules, or methods to accommodate changing program requirements.
- Identify objectives based on an analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented program such as those implemented at a regional or comparable level. Determine approach to achieve objectives identifies specific steps, and decides on meetings, Information, and other input.
- Prepare a variety of comprehensive status reports, management summaries, and briefing papers that identify problems. Assesses the overall condition of work that is completed or in progress and then outlines issues, solutions, and recommendations. The incumbent's actions cut across organizations, and require significant insight, far-reaching coordination, and long-term planning with others.

**This Job Opportunity Announcement may be used to fill other Management and Program Analyst, GS-0343-12/13, FPL-13 within the Office of the Secretary in the same geographical location with the same qualifications and specialized experience.**



# Requirements

## Conditions of Employment

- You must be a U.S. citizen to apply for this position.
- You must successfully pass a background investigation. This may include a credit check, a review of financial issues, as well as certain criminal offenses and illegal use of possession of drugs.
- A probationary or trial period may be required.
- Selective Service: Males born after 12/31/59 must be registered or exempt from Selective Service (see <https://www.sss.gov/>).
- If you receive a conditional offer of employment for this position, you will be required to complete an Optional Form 306, Declaration for Federal Employment, and to sign and certify the accuracy of all information in your application.
- All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
- Drug Test: No
- License required: No
- Pre-employment physical required: No
- Bargaining Unit Position: No
- Confidential Financial Disclosure Report (OGE form 450): Yes
- Permanent Change of Duty Station (PCS) Expense: will not be paid
- Time-in-grade/band requirements must be met by the closing date of the announcement unless eligible for special hiring authority, reinstatement eligible, non-current Federal employee applying as a VEOA eligible which do not require time-in-grade/band.

## Qualifications

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal

qualification standards. This handbook is available on the Office of Personnel Management's website located [Here](#).

Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

To qualify at the GS-12 grade level:

**SPECIALIZED EXPERIENCE:**

For the **GS-12**, you must have one year of experience at a level of difficulty and responsibility equivalent to the **GS-11** in the Federal service. Experience for this position includes: supporting and implementing Federal standards of conduct programs, providing administration, planning and/or implementing ethics or an equivalent program; conducting technical reviews for financial disclosure reports.

**-AND/OR-**

To qualify at the GS-13 grade level:

**SPECIALIZED EXPERIENCE:**

For the **GS-13**, you must have one year of experience at a level of difficulty and responsibility equivalent to the **GS-12** in the Federal service. Experience for this position includes: supporting and implementing Federal standards of conduct programs, providing administration, planning and/or implementing ethics or an equivalent program; conducting technical reviews for financial disclosure reports, training employees regarding the financial disclosure process or an equivalent program.

## Education

**Education can not be substituted at this grade level.**

## Additional information

[Read more](#)

### Benefits

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

We will review your resume, optional cover letter and supporting documentation (transcripts if applicable) to determine if you meet the minimum qualifications for the position. If you meet the minimum qualifications stated in the vacancy announcement, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire that you completed as part of the application. However, your resume or optional cover letter must support your responses to the occupational questions, or your score will be lowered. The best-qualified candidates will be identified for referral to the hiring manager and may be invited for an interview.

The scored occupational questionnaire will evaluate you on the following competencies; please do not provide a separate written response:

- **Program Support**
- **Research and Analysis**
- **Database/Information Management**
- **Communication**

If applicable, performance appraisals and/or Incentive award documentation may be submitted and will be forwarded to the selecting official as support in consideration of your application in the evaluation process. To receive due weight, you must submit a recent performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable (do not submit a performance plan)

**and/or** incentive award documentation (i.e. superior performance awards, special act or achievement awards, quality step increases, etc.) Due weight shall be given to performance appraisals and awards in accordance with 5 CFR 335.103(b)(3), during the interview/selection process conducted by the hiring manager.

**We recommend that you preview the online questions for this announcement before you start the application process.** To preview the questionnaire, click the following link:

<https://apply.usastaffing.gov/ViewQuestionnaire/11681731>

## Benefits

## Required Documents

## How to Apply

## Fair and Transparent

# Required Documents

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A complete application consists of the following:

- **Resume showing relevant experience; cover letter optional.** Your resume should list your educational and work experience including the dates (mm/dd/yy) of each employment along with the number of hours worked per week. Your resume may be used to validate your responses to the scored occupational questionnaire. Your resume should also indicate your citizenship and if you are registered with the Selective Service System if you are a male born after 12/31/59.
- **SF-50, "Notification of Personnel Action,"** supporting your eligibility, showing tenure code, position occupied and highest grade and step.
- **If applicable,** performance appraisals and/or Incentive award documentation may be submitted and will be forwarded to the selecting official as support in consideration of your application in the evaluation process. To receive due weight, you must submit a recent performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable (do not submit a performance plan) and/or incentive award documentation (i.e. superior performance awards, special act or achievement awards, quality step increases, etc.)



- **Veterans Employment Opportunities Act (VEOA) documentation**, if applicable. For more information, please go to <http://www.opm.gov/veterans/html/vetguide.asp#6>.
- **Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation**, if applicable (see other information).
- **Education**. If this position requires proof of higher education, or you are substituting education for experience, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp> for more information.
- **Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee?** Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
  - Position title;
  - Type of appointment (Schedule A, Schedule C, Non-career SES, or Presidential Appointee);
  - Agency; and
  - Beginning and ending dates of appointment.

**You are not required to submit official documents at this time; copies are sufficient.**

**Failure to provide such documents when requested may result in lost consideration.**

**Special Instructions for Foreign Education:** Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website - <http://www.ed.gov/international/usnei/us/workrecog.doc>. You **MUST** provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation when requested will result in lost consideration.

**If you are relying on your education to meet qualification requirements:**

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

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[Read more](#)

### Agency contact information

 Tamara Glover

**Email**

[tglover@doc.gov](mailto:tglover@doc.gov)

**Address**

Office of the Secretary  
1401 Constitution Ave NW  
Washington, DC 20230  
US

[Learn more about this agency.](#)

### Next steps

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[Read more](#)

# Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

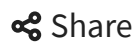
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[0343 Management And Program Analysis](#)

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[Suitability/Fitness](#)

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