Management and Program Analyst

DEPARTMENT OF COMMERCE
Office of the Secretary
Office of the General Counsel

Apply

Summary

This vacancy is for a Management and Program Analyst in the Office of the Secretary within the Department of Commerce.

Learn more about this agency

Overview

Accepting applications

Open & closing dates
06/12/2023 to 06/20/2023

Salary
$94,199 - $145,617 per year

Pay scale & grade
GS 12 - 13

Location
1 vacancy 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
None

Job family (Series)
0343 Management And Program Analysis

Supervisory status
No

Security clearance
Not Required

Drug test
No

Position sensitivity and risk
Noncritical-Sensitive (NCS)/Moderate Risk

Trust determination process
Credentialing

Suitability/Fitness
This job is open to

The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

All U.S. Citizens

Duties

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

- Assist in developing, organizing, and implementing functional short- and long-range plans; estimate resource requirements; and revise program operations for consistency with strategies and program emphasis.

- Research and/or analyze complex program issues; determine information requirements; collect data; review & reconcile data so that findings are reliable; devise new or modified methods to analyze findings; and develop recommendations and proposals.

- Present findings and recommendations on complex issues and proposed solutions.

- Plan, execute, and report on analyses, evaluations, or investigations with varied, complex features that require a fresh approach to resolve new problems, such as those arising from changes to regulations and guidelines, or from changes in client needs for program services.

- Facilitate client and partner participation in the development of policy or process changes related to ethics program management. Participate in the development of new plans, schedules, or methods to accommodate changing program requirements.

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

This position is also advertised under OS-OGC-ST-23-11953947, which is open to Merit...
Promotion eligible applicants. You must apply to both announcements if you want to be considered for both.

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 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 Required: No
- License required: No
- Pre-employment physical required: No
- Bargaining Unit Position: No
- Confidential Financial Disclosure Report (OGE form 450): No
- Permanent Change of Duty Station (PCS) Expense: Will Not be paid

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 at: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/
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 level:

**SPECIALIZED EXPERIENCE:** You must possess one full year (52 weeks) of specialized experience equivalent to the GS-11 in the Federal service. Specialized experience is defined as: Review and analyze information and manage detailed electronic and hardcopy records; plan and conduct a variety of projects and studies; develop plans for meeting operational requirements and provide guidance and advice concerning administrative policies and management and organizational theories.

To qualify at the GS-13 level:

**SPECIALIZED EXPERIENCE:** You must possess one full year (52 weeks) of specialized experience equivalent to the GS-11 in the Federal service. Specialized experience is defined as: prepare a variety of status reports, management summaries, or briefing papers that identify problems; initiate and execute administrative/management projects; identify, analyze or develop recommendations to resolve problems of effectiveness and efficiency of work operations.

**Education**

There is no positive education requirement for this position.

**Additional information**
Benefits

How You Will Be Evaluated

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

You will be evaluated based on how well you meet the qualifications listed in this vacancy announcement. Your qualifications will be evaluated based on your application materials (e.g., resume, supporting documents), and the responses you provide on the application questionnaire. To be considered for this position, you must complete all required steps in the process.

We will review your resume, optional cover letter and supporting documentation 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 (True/False, Yes/No, Multiple Choice questions). If you meet minimum qualifications, based on your responses to the occupational questionnaire, and your online assessment, you will be placed into one of the three pre-defined categories. The categories are "gold", "silver" and "bronze". However, your resume or optional cover letter must support your responses to the scored occupational questionnaire, or your score may be lowered. Candidates placed in the "gold" category will be identified for referral to the hiring manager and may be invited for an interview.

How you will be evaluated for preference eligibility: Within each category, those entitled to veterans' preference will be listed at the top of the pre-defined category for which they are placed. Preference eligible with a service-connected disability of 10% or more will be listed at the top of the highest quality category (gold) depending on the position and grade level of the job. For more information on Category Rating, please go to Category Rating.

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

- Planning and Evaluating
- Information Management
• Decision Support
• Creative Thinking
• Customer Service

Do NOT include the following types of information in your resume/application. If any are included, you will be deemed INELIGIBLE for consideration.

• Classified or government sensitive information
• Social Security Number (SSN)
• Photos of yourself
• Personal information, such as age, gender, religious affiliation, etc.

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/11953946

Benefits

Required Documents

How to Apply

Fair and Transparent

Required Documents

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. Refer to the "How you will be Evaluated' section for types of information not to include in your resume/application.
• **Veterans' Preference documentation.** Please indicate on your resume the type of veterans' preference you are claiming and provide the appropriate supporting documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.) to validate your claim. For more information regarding eligibility requirements, please go to: [http://www.fedshirevets.gov/job/vetpref/index.aspx](http://www.fedshirevets.gov/job/vetpref/index.aspx)

• **Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation,** if applicable.

  • **CTAP** applicants MUST submit the following documents:
    • A copy of your specific RIF notice; notice of proposed removal for failure to relocate; a Certificate of Expected Separation (CES); or certification that you are in a surplus organization or occupation (this could be a position abolishment letter, a notice eligibility for discontinued service retirement, or similar notice).
    • A copy of your SF-50 "Notification of Personnel Action", noting current position, grade level, and duty location;
    • A copy of your latest performance appraisal including your rating; and
    • Any documentation from your agency that shows your current promotion potential.

  • **ICTAP** applicants MUST submit the following documents:
    • A copy of your RIF separation notice; notice of proposed removal for failure to relocate; notice of disability annuity termination; certification from your former agency that it cannot place you after your recovery from a compensable injury; or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement;
    • A copy of your SF-50 "Notification of Personnel Action" documenting your RIF separation, noting your positions, grade level, and duty location, and/or Agency certification of inability to place you through RPL, etc;
    • A copy of your latest performance appraisal including your rating; and
    • Any documentation from your agency that shows your current promotion potential.

• **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.**

### How to Apply

[Read more](#)

### Agency contact information

[Victoria Landwehr](#)

**Email**

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

**Address**

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

[Learn more about this agency](#)

### Next steps
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
Selective Service
New employee probationary period
Signature and false statements
Privacy Act
Social security number request

Apply

Print
Share
Save

Accepting applications

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