



Factor 2 – Supervisory Controls FL 2-4 450 pts.

The incumbent is responsible for planning and organizing the study and conducting all phases of the project. This frequently involves definitive interpretation of regulations and study procedures, and the initial application of new methods. The incumbent informs the supervisor of potentially controversial issues. Completed projects are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 – Guidelines FL 3-5 650 pts.

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied. The employee uses judgment and discretion in interpreting and revising existing policy/regulatory guidance. Some employees review proposed regulations which would significantly change the basic character of ETA's programs, the way ETA conducts its business with the public or with the private sector.

Factor 4 – Complexity FL 4-5 325 pts.

The work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5 – Scope and Effect FL 5-5 325 pts.

The purpose of the work is to analyze and evaluate major management/program aspects of substantive, mission-oriented programs. The work involves identifying and developing ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Study reports typically contain findings of major significance which serve as the basis for new administrative systems, legislation, regulations, or programs.

Factors 6/7 – Personal Contacts/Purpose of Contacts Level 3.c. 180 pts.

Contacts are with persons outside ETA and with high level program officials in a moderately structured setting. The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness.

Factor 8 – Physical Demands FL 8-1 5 pts.

No unusual physical exertion is required.

Factor 9 – Work Environment

FL 9-1

5 pts.

The work is performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 3190 pts.

IV. UNIQUE POSITION REQUIREMENTS (*For titling purposes the immediate supervisor is to mark the **one** description below which describes the position*)

\_\_\_ The principal responsibilities of the incumbent are primarily concerned with analyzing, evaluating, and/or improving the efficiency of internal administrative operations, organizations, or management. (*Management Analyst*)

\_\_\_ The principal responsibilities of the incumbent are primarily involved in planning, analyzing and/ or evaluating the effectiveness of line or operating programs. (*Program Analyst*)

\_\_\_ The principal responsibilities of the incumbent involve a mix of the two functions referenced above, where neither is predominant. (*Management and Program Analyst*)