



Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial organization resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

Factor 2 - Supervisory Controls

FL 2-5

650 pts.

The incumbent is subject only to administrative and policy direction concerning overall project priorities and objectives. The incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs and organizational effectiveness. Analyses, evaluations, and recommendations developed by the incumbent are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-5

650 pts.

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied. The incumbent uses judgment and discretion in interpreting and revising existing policy/regulatory guidance for use by others. The incumbent may review proposed regulations which would significantly change the basic character of ETA programs and/or the way ETA conducts its business with State agencies, the public or with the private sector. The incumbent develops study formats for use by others on a project team or at subordinate echelons in the organization.

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 incumbent 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. Work products are complete decision packages and staff studies, and typically contain findings/recommendations 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 the immediate organization 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. The incumbent may encounter resistance due to organizational conflict, competing objectives, or resource problems.

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.

TOTAL = 3690 pts.

#### IV. UNIQUE POSITION REQUIREMENTS

*(The immediate supervisor is to mark the first descriptive paragraph below **only** if appropriate. In all cases the immediate supervisor is to mark the **one** of the last three descriptions below which describes the position for titling purposes.)*

\_\_\_ Serves as a CSRA supervisor supervising a team of employees less than 25% of the time. Assigns and reviews work of subordinates to ensure completeness, sound judgement, and compliance with established policies, practices and procedures of the Department and in conformance with negotiated contracts. Monitors work assigned to subordinates. Approves promotions, reassignments, and other personnel actions; develops position descriptions, approves or disapproves leave; makes selections for vacancies; develops performance standards and appraises employees on their performance; provides on-the-job formal training opportunities. Ensures that employees work in a safe environment, and that employees receive equitable opportunities in accord with the EEO program.

\_\_\_ 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)*