

ANALYST  
GS-0343-13

## I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). It is established to analyze and advise management on the evaluation of the effectiveness of programs and operations or the productivity and efficiency of management, or both.

## II. MAJOR DUTIES AND RESPONSIBILITIES

Analyzes and evaluates on a quantitative/qualitative basis the effectiveness of line program operations in meeting established goals and objectives.

Evaluates and advises on organization structures, methods, and procedures.

Analyzes management information requirements.

Develops, analyzes, and evaluates new or modified program/management policies, regulations, goals, or objectives.

Develops procedures and systems for assessing the effectiveness of programs/management processes.

## III. FACTORS

Factor 1 – Knowledge Required by the Position

FL 1-7

1250 pts

Knowledge of the application of analytical and evaluative methods and techniques to issues or studies concerning the efficiency/effectiveness of program operations or substantive administrative support functions and organization structures.

Knowledge of pertinent laws, policies, regulations, and precedents applicable to the program and related resources in the area being studied.

Knowledge of the major issues, program goals, and objectives, work processes, and administrative operations of the organization.

Skill in adapting analytical techniques and evaluation criteria to measure/improve program effectiveness/organizational productivity.

Skill to plan, schedule, and conduct projects and studies to evaluate and recommend ways to improve

work operations in a program or support setting.

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 points

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 points

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 points

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 points

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 points

No unusual physical exertion is required.

Factor 9 – Work Environment

FL 9-1

5 points

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)*