



**United States Interagency Council on Homelessness (USICH)
Job Announcement - # USICH-2016-0006
Management and Program Analyst
1 Position: GS-343-11 or 12
Open Internally and Externally – All qualified applicants**

Announcement #USICH-2016-0005 is cancelled and replaced with this announcement. If you applied for Announcement #USICH-2016-0005 and still wish to be considered for this position, please reapply under this announcement.

USICH Title of Position:

Management and Program Analyst

Grade

GS-11 or 12. Position is in the Excepted Service. Schedule An appointment.

Physical Location(s) of Opportunity:

Position located at the United States Interagency Council On Homelessness in Washington, DC.

Who will the Position report to?

Incumbent reports directly to a Director-level staff member, but performs work as assigned by Director-level staff across the Agency, Senior Policy Director, and Executive Director.

Number of direct reports:

Directs: 0; Indirects: 0

Education and Qualifications:

For GS-11, minimum one year of experience at the GS-9 level. For GS-12, minimum one year of experience at the GS-11 level.

What minimal technology will be used in this position?

Microsoft Office Suite (Outlook, Excel, Word, PowerPoint), and other databases

How Much Travel Will Be Required?

Occasional overnight travel within the US.

Major Duties and Responsibilities:

USICH seeks a Management Program Analysts (MPA) to support USICH policy, programmatic and communications activities. This role provides important contributions to a wide range of USICH's efforts to advance the goals of *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*.

Major duties and responsibilities include:

Administers, implements, coordinates, and/or oversees a variety of complex projects, initiatives and processes to support USICH policy, programmatic, communications and technical assistance activities.

Manages projects and coordinates with staff in the performance of various tasks.

Undertakes or participates in special projects, analyses, investigations and initiatives that have high priority for high-level management. This may involve producing complex analyses and written reports, organizing and participating in special committees, workshops, or other gatherings.

Participates in meetings and other forums with various levels of internal staff, Council member agency staff, and various other stakeholders in carrying out work assignments. Collaborates inside and outside of the Agency on a variety of work products, processes and projects.

Serves as a focal point and content expert for issues affecting and impacting assigned areas.

Manages data, databases and other informational systems to perform and support work. Reports out in various capacities on the content of these informational systems.

Responds to requests for information from stakeholders and from within the organization in regards to the work of the Agency.

Manages the processes and content to support a variety of meetings, conferences, and other dialogues that support the work the Agency.

Takes initiative to anticipate issues, resolve conflict among multiple priorities, and implement effective solutions to prevent problems that might impact timelines and deliverables.

Ensures that project work is completed according to project guidelines and manages resources to ensure successful project completion (e.g., budget, staff resources, timeline).

Monitors the progress of projects, programs and/or plans and makes adjustments as needed.

Sets goals and establishes priorities.

Other special projects and duties, as assigned.

Specialized Qualifications:

Please ensure your responses to the specialized experience criteria below are a part of your cover letter and are fully supported by your resume.

Clearly indicate which GS level you are applying for.

Failure to include all 13 responses for the GS level you are applying for could result in your application not being considered.

For the GS-11--

To be qualified for this position at the GS-11 level, you should have at least one year of specialized experience equivalent to the GS-9 level. This experience is defined as:

- Assisting with implementation and coordination projects, initiatives and processes.
- Analyzing issues/problems, participating in developing strategies and assisting with presenting solutions to management, verbally or in writing.
- Written communications through documentation, report and/or other content production.

Please indicate in your cover letter, a response with details for the following, for the GS-11 level:

1. Which answer best describes your experience as it directly relates to the above specialized experience statement's three specialized qualifications for the GS-11 level:
 - a. I have one full year of specialized experience equivalent to the specialized qualifications noted for the GS-11 level.
 - b. I do not have one full year of experience equivalent to the specialized qualifications noted for the GS-11 level.

For the GS-12--

To be qualified for this position at the GS-12 level, you should have at least one year of specialized experience equivalent to the GS-11 level. This experience is defined as:

- Leading, implementing, and coordinating complex projects, initiatives and processes; all with multiple stakeholders.
- Analyzing issues/problems, developing strategies and presenting solutions to management, verbally or in writing.
- Written communications through documentation, report and/or other content production.

Please indicate in your cover letter, responses with details for the following, for the GS-12 level:

1. Which answer best describes your experience as it directly relates to the above three specialized experience statement's three specialized qualifications for the GS-12 level:
 - a. I have one full year of specialized experience equivalent to the specialized qualifications noted for the GS-12 level.
 - b. I do not have one full year of experience equivalent to the specialized qualifications noted for the GS-12 level.

For both the GS-11 and GS-12 describe or indicate which letter accurately reflects your experience, as applicable--

2. Data analysis
 - a. Please describe in detail your experience in data analysis, synthesis, manipulation and related functions.
3. Direct homeless service system/program management
 - a. Please describe in detail your experience with direct homeless service systems and program management.
4. Employment/workforce systems
 - a. Please describe in detail your experience with employment and workforce systems.
5. Which item best describes your experience with project management:
 - a. Developed a project plan with timelines and milestones.
 - b. Set work priorities to achieve project goals.
 - c. Achieved project goals.
 - d. Had a leadership role in managing a project plan.
 - e. I do not have this experience.
6. Experience in planning and implementation of a project:
 - a. I have not had education, training or experience in performing this task.
 - b. I have had education or training in performing this task, but have not yet performed it on the job.
 - c. I have performed this task on the job, with close supervision from a supervisor or more senior employee.
 - d. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.
7. Experience defining project tasks and necessary source (time, human capital, etc.) requirements:
 - a. I have not had education, training or experience in performing this task.
 - b. I have had education or training in performing this task, but have not yet performed it on the job.
 - c. I have performed this task on the job, with close supervision from a supervisor or more senior employee.
 - d. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.
8. Experience in planning and scheduling project timelines:
 - a. I have not had education, training or experience in performing this task.
 - b. I have had education or training in performing this task, but have not yet performed it on the job.
 - c. I have performed this task on the job, with close supervision from a supervisor or more senior employee.
 - d. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.

9. Experience in tracking project deliverables:
 - a. I have not had education, training or experience in performing this task.
 - b. I have had education or training in performing this task, but have not yet performed it on the job.
 - c. I have performed this task on the job, with close supervision from a supervisor or more senior employee.
 - d. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.
10. Experience implementing and managing project changes and interventions to achieve desired project results:
 - a. I have not had education, training or experience in performing this task.
 - b. I have had education or training in performing this task, but have not yet performed it on the job.
 - c. I have performed this task on the job, with close supervision from a supervisor or more senior employee.
 - d. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task
11. Experience in expressing oneself, in writing or verbally, and in a manner which may include technical/policy/programmatic information that is appropriate for the intended audience:
 - a. I have not had education, training or experience in performing this task.
 - b. I have had education or training in performing this task, but have not yet performed it on the job.
 - c. I have performed this task on the job, with close supervision from a supervisor or more senior employee.
 - d. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted by others as an expert for assistance in performing this task.
12. Experience collaborating with peers, supervisors and/or higher management to foster and maintain effective cooperative relationships to complete assignments and to facilitate timely accomplishment of group activities:
 - a. Yes
 - b. No
13. Indicate any of the following items you've written:
 - a. Formal correspondence
 - b. Analytical report with recommendations
 - c. Performance metrics
 - d. Strategic plan
 - e. Briefing paper for senior officials (e.g., SES, EX, GS-14/15)
 - f. Talking points for senior officials
 - g. None of the above

Application Information:

Please email a cover letter which addresses specialized qualification criteria and questions, and includes your availability as well as your salary history. Submit the cover letter and your resume directly to jobs@usich.gov.

Announcement is open until position is filled. Review of applications will occur as they are received. Selection will be made as soon as possible.

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This is a Federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.

Announcement responses could be used to fill subsequent vacancies.

Position's duty station is Washington, DC.

USICH is an Equal Employment Opportunity employer.

You must be a U.S. citizen to be considered for this position.

This position requires a background check. Selectee must be able to successfully pass and maintain clearance.

All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.

Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.

Position includes a 1 year probationary period for newly appointed USICH employees in which incumbents can be terminated without cause.

Relocation expenses are not authorized.

Full-time position with Federal government benefits.

The Federal government offers a number of exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. To find out more click here <http://www.usajobs.gov/EI/benefits.asp>.

This position is exempt from the Fair Labor Standards Act.

This position is not in a bargaining unit.