



United States Interagency Council on Homelessness (USICH)
Job Announcement - # USICH-2019-001
Policy and Program Analyst
1 Position: GS-343-11 or 12
Open to all qualified applicants

USICH Title of Position

Policy and Program Analyst

Position Level

GS-11 or GS-12. Position is in the Excepted Service; Schedule A appointment. This position is full-time and includes federal government benefits.

Duty Station/Physical Location

This position is located at the United States Interagency Council on Homelessness in Washington, D.C.

Reporting Structure

Position reports to a Director-level staff member of USICH's Policy Team, but performs work as assigned by the Executive Director, the Deputy Director, and Director-level staff across the agency.

Number of Direct and Indirect Reports

Direct: none; Indirect: none.

Titles and Locations of Direct Reports

None.

Education and Qualifications

For GS-11, a minimum of one year of experience equivalent to the GS-9 level. For GS-12, a minimum of one year of experience equivalent to the GS-11 level.

Minimal Technology Used in this Position

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

Amount of Travel Required

Occasional overnight travel within the U.S.

Key Roles for this Position

USICH seeks a Policy and Program Analyst to join its Policy Team. The Policy and Program Analyst provides support in policy, analytical, programmatic, administrative, and communications activities that inform federal policies and programs for preventing and ending homelessness.

This role provides important contributions to a wide range of USICH's efforts to advance the goals of the federal strategic plan to prevent and end homelessness, *Home, Together*, with a special focus on supporting the efficient operations of the Policy Team and strengthening USICH's use of data, research, and evidence within its activities and the activities of its interagency working groups and member agencies.

Major Duties and Responsibilities

- In alignment with priorities of Agency leadership, administers, manages, coordinates, and/or independently implements a variety of complex projects, initiatives, analyses, and processes to support USICH's policy, programmatic, communications and administrative activities, and coordinates with staff and external partners in the performance of various projects and tasks. This

may involve producing complex analyses and written reports, organizing and participating in special committees, workshops, or other gatherings, and other responsibilities.

- Analyzes data and information, utilizing databases, information systems, research reports, and other materials; provides written and verbal summaries, reports, and recommendations based upon that information and data.
- Manages the processes and content to support a variety of meetings, conferences, and other dialogues that support the work of USICH.
- Participates in meetings and other forums with internal staff across the organization, Council member agency staff, and various other partners and stakeholders in carrying out work assignments.
- Collaborates inside and outside of USICH on a variety of work products, processes and projects and responds to requests for information from stakeholders and from within the organization regarding the work of USICH.
- Sets goals and establishes priorities, monitors the progress of projects, programs and/or plans and adjusts as needed, and serves as a focal point and content expert for issues affecting and impacting assigned areas.
- Takes initiative to anticipate issues, resolve conflict among multiple priorities, and implement effective solutions to prevent problems that might impact timelines and deliverables.
- Provides administrative and logistical meeting support to policy team members, including managing and coordinating scheduling of internal and external meetings, activities, and other gatherings, as well as work-related travel.
- Ensures that project work is completed according to project guidelines and manages resources to ensure successful project completion (e.g., budget, staff resources, timeline).
- Other special projects and duties, as assigned.

Specialized Knowledge, Skills, Experience and Nature of Work

USICH is seeking candidates who demonstrate the following specialized knowledge, skills and experience.

Please ensure that the following are reflected in the required cover letter and fully supported by your resume. In addition, in your cover letter, you must clearly indicate which GS level you are seeking.

- For the GS-11 level, you must have at least one year of specialized experience equivalent to the GS-9 level, which is defined as:
 - Assisting with implementation and coordination of projects, initiatives, and processes.
 - Analyzing issues and 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.
 - Providing administrative and logistical meeting support to a diverse team of staff.

- For the GS-12 level, you must have at least one year of specialized experience equivalent to the GS-11 level, which is defined as:
 - Leading, implementing, and coordinating complex projects, initiatives, and processes; all with multiple stakeholders.
 - Analyzing issues and problems, developing strategies and presenting solutions to management, verbally or in writing.
 - Written communications through documentation, report and/or other content production.
- For both GS-11 and GS-12 levels, you must have demonstrated experience in:
 - Data analysis, synthesis, manipulation, and related functions.
 - Project management, including developing a project plan with timelines and milestones, setting work priorities to achieve project goals, and management of the project plan.
 - Planning and implementing a complex project, including defining project tasks and necessary resources, scheduling and tracking project deliverables, and implementing project changes and interventions to achieve the project goals.
 - Communicating, in writing and speaking, and in a manner that may include technical, policy, and/or programmatic information appropriate for the intended audience.
 - Collaborating with peers, supervisors, and/or higher management to foster and maintain effective cooperative relationships with the goal of completing assignments and facilitating timely accomplishment of group activities.
 - Coordinating, engaging, and building professional relationships with diverse stakeholder groups.
 - Understanding and synthesizing complex information from multiple sectors.
 - Responding appropriately to numerous concurrent requests and setting priorities.

Application Information

- For immediate consideration, please email to jobs@usich.gov the following: (1) a cover letter, which must include a summary of qualifications that match our requirements, salary history, and availability, and (2) resume.
- Position is open until filled. Review of applications will begin immediately upon receipt, and selection will be made as soon as possible.
- USICH is an Equal Employment Opportunity employer.
- You must be a U.S. citizen to be considered for this position.
- Position's duty station is Washington, D.C.
- This position requires a background check; 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.
- This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.
- Position includes a one-year probationary period in which incumbent 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.