

POSITION DESCRIPTION

1. Agency PDCN
70364000/80430000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use ENL

15. Classified/Graded by
 a. US Office of Pers Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Program Analyst	GS	343	9	nh	04 Mar 02

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - ARNG	c. Third Subdivision - Directorate or Division d. Fourth Subdivision - e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Signature _____ Date _____	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) Signature _____ Date _____
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action ANDY J. LIEPNIEKS Personnel Management Specialist Signature //signed// Date 04 Mar 02	22. Standards Used in Classifying/Grading Position OPM PCS for Management and Program Analysis, GS-343, Aug. 1990. OPM Job Family PCS for Professional and Administrative Work in the Accounting and Budget Group, GS-500, Budget Analyst, GS-560, dated Dec. 2000. Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)								
b. Supervisor								
c. Classifier								

24. Remarks:
Released from NGB-HR-Classification Activity, CRA 02-1003, dated 04 Mar 02.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in a State Headquarters directorate or division level office. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required by the chief to determine feasibility and legality of proposed program and operational plans.

This position requires military membership. It is designated for National Guard enlisted incumbency only. The guidance for "Enlisted Only" was made based on the emphasis to assist mid-level management in the daily business of program management. While this position is intended to assist managers, it is not responsible for establishing policies or managing resources. The position requires a more narrowly defined focus of a specific functional area, i.e., personnel, logistics, training, operations, etc.

Incumbent performs duties necessary to accomplish program analyst functions and provide for customer services in support of programs essential to state Army or Air National Guard daily readiness missions.

- Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate or division summaries from reports submitted by Major Subordinate Commands (MSC)*. Summarizes and interprets significant data collected and relates this data to the organizations program actions; identifies and analyzes deficiencies in resource consumption, training, workload and scheduling, and evaluates deviations from standards, plans, and estimates to determine cause and impact on missions.
- Assists management in interpretation and utilization of reports and information provided. Develops various visual media to present trends, performance status, capability and related management information. Aids functional areas in identifying areas of record documentation and procedures that can be streamlined, combined or improved and initiates methods to operate under the new or revised system. Implements management control plans.
- Provides recommendations to subordinate organizations for proper management of programs. Recommends funding allocations and monitors expenditure to ensure allocations are being utilized as planned and are not being exceeded. Adjusts allocations as needed. Report expenditure status to management and National Guard Bureau (NGB) as required.
- Based on budget guidance received from higher headquarters, develops an annual budget for programs. Reviews prior and current budgets/funding trends, compiles

funding projections and prepares funding recommendations. Anticipates requirements for program funds by reviewing execution plans and recommends appropriate action such as reprogramming funds from one program to another to correct funding shortfalls. This requires close coordination with major subordinate commands and comptroller personnel, and an in-depth understanding of the status of the projects and contracts, their completion status and their significance to ensure that the recommendations made will allow for the successful completion of management programs. Reviews the status of program milestones requests payment of funds after it has been determined that the requirements have been properly satisfied.

- Researches and interprets personnel and training regulations, DA Pam's, Circulars, and NGB guidance. Works concurrently with management to develop state program policies and procedures. Provides advice and assistance to management on accountability and legality of operating programs. As needed, makes MSC assistance visits to ensure policies and procedures are being adhered to. Conducts training for proper management and accountability of programs.
- Assists management in preparing guidelines and instructions to MSCs for development of the yearly State Operating Budget (SOB). Reviews data on program requirements (e.g. manday requirements, commercial transportation requirements, temporary employment requirements, etc.) to support and justify each separate program by appropriation/activity.
- Develops and prepares current year program spreadsheets. Advises management on timing of obligations and expenditures for Cooperative Agreement service contracts, equipment acquisitions and other unusual commitments. Verifies that obligations and expenditures occur on a timely basis IAW current year program and monthly schedule of obligations and expenditures. Ensures resources are available and are being properly and effectively expended to support program objectives. Monitors and tracks obligations and expenditures throughout the execution phase. Investigates and prepares explanations of deviations from estimates or program objectives and develops recommendations to managers for budgetary adjustments.
- Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Review trends and performs analysis of separate budget activities then provides information to management. Projects requirements for program requirements. Validates and refines inputs which have fluctuated. Monitors daily expenditure rates associated activity programs. Reviews daily and monthly funding documents to determine if updates are correct or require further action.
- Develops, collects, and maintains various historical data used to initiate planning, programming and execution of current and future training and operations programs.
- Performs other duties as assigned.

*Major Subordinate Command is defined as O6 level command.

Factor 1, Knowledge Required by the Position

FL 1-6 950

- Applied knowledge of management principles, organizational theory and techniques of analysis. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required by the chief to determine feasibility and legality of proposed program and operational plans. Knowledge of and ability to prepare and present detailed briefings to the chief, management and other involved individuals on subjects pertinent to the organization's functions.

Factor 2, Supervisory Controls

FL 2-3 275

- Within the framework of priorities, funding, and overall objectives the employee and supervisor develop a mutually acceptable project plan which includes the work to be done, the scope of the assignment, and deadlines for its completion. Within the parameters of the assignments the employee is responsible for planning and organizing various studies, estimating and forecasting requirements, coordinating with staff and line management personnel, and conducting all programs requiring cross-division cooperation. The employee informs the supervisor of potentially controversial findings, issues or problems with widespread impact. Completed work is reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3, Guidelines

FL 3-3 275

- Subject matter examined requires the incumbent to use judgment in selecting the appropriate analytical and subject matter policies, procedures, and guidelines to perform the analysis required by the function under examination. The incumbent also uses judgment in interpreting and adapting precedent studies to determine applicability to the case at hand. Formal policies and procedures exist and basic legislation sets forth overall requirements but employee is required to use sound judgment in researching, interpreting, and/or adapting procedures to specific issues.

Factor 4, Complexity

FL 4-3 150

- Assignments involve duties necessary to consider the information needs, interests, and level of detail needed to satisfy a wide variety of user requirements. Data derived from many different sources to include the many automated systems used by the state must be analyzed, cross-checked, and interpreted by the employee to obtain accurate and relevant information. The work requires detailed planning to compare and associate information, corroborate facts, and to coordinate with top management representatives. Typical projects require consideration of estimating and forecasting funds using several different models and briefing those models to top management.

Factor 5, Scope and Effect

FL 5-3 150

- The purpose of the work is to plan and execute projects, study, analyze and evaluate operations and program procedures. The incumbent makes recommendations for improvement in existing procedures and policies. Incumbent identifies deficiencies and determines the effect on organizational efficiencies. The identification of deficiencies and associated recommendations for rectification of those deficiencies influence management decisions pertaining to the plans, operations and training function.

Factor 6, Personal Contacts and
Factor 7, Purpose of Contacts

Matrix 2-b 75

- Personal contacts include employees, supervisors and managers of the organization. Representatives of private firms such as contractors may be contacted in connection with requirements for commercial support of operational or training events. Directors, managers and supervisors are contacted in connection with non-controversial organizational or program related organizational or program related issues. Contacts are initiated to identify decision making alternatives, evaluation of level of efficiencies and success of previously implemented policies and making further recommendations for resolving problem issues and concerns.

Factor 8, Physical Demands

FL 8-1 5

- The work is primarily sedentary in nature.

Factor 9, Work Environment

FL 9-1 5

- The work is performed in an office setting. Occasional travel is required.

EVALUATION STATEMENT

- A. Title, Series and Grade: Program Analyst, GS-343-9.
- B. References:
1. USOPM PCS for Management and Program Analysis, GS-343, August 1990.
 2. USOPM Job Family PCS for Professional and Administrative Work in the Accounting and Budget Group, GS-500, GS-560 Occupational Series, December 2000.
- C. Background: This is a new position description that has resulted from the establishment of program analysis duties and responsibilities at the division or directorate level.
- D. Series, Title and Grade Determination:
1. Series: The GS-343 series includes positions that primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Positions in this series require knowledge of: the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. Some positions also require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in: application of fact finding and investigative techniques; oral and written communications; and development of presentations and reports. This position performs work as the analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. This work requires knowledge and skill in the application of related laws, regulations, policies, acquisition, precedents, methods, and techniques of program and management analysis. Hence the appropriate series for this position is GS-343
 2. Title: The prescribed title for non-supervisory positions in the GS-343 occupational series is Program Analyst.
 3. Grade: The grade of this position is GS-09 as shown in the Position Evaluation Sheet below.
- E. Conclusion: Based on the above evaluation, this position is classified as Program Analyst, GS-343-9.

CLASSIFIER: Nick Hay

KSNG Classification Specialist

DATE: 1 Feb 02

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-6	950	
2. SUPERVISORY CONTROLS	2-3	275	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	Matrix 2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:		1885	GRADE: GS-9

FINAL CLASSIFICATION: Program Analyst, GS-343-9.

CLASSIFIER: Nick Hay KSNB Classification Specialist DATE: