



Job Title: Program Analyst

Department: Department of the Army

Agency: U.S. Army Corps of Engineers

Job Announcement Number: SWGJ144241571289303R

SALARY RANGE: \$39,937.00 to \$76,836.00 / Per Year

OPEN PERIOD: Monday, December 22, 2014 to Friday, January 9, 2015

SERIES & GRADE: GS-0343-07/11

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL:
11

DUTY LOCATIONS: 1 vacancy in the following location:
Pittsburgh, PA [View Map](#)

WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)

SECURITY CLEARANCE: Not Applicable

SUPERVISORY STATUS: No

JOB SUMMARY:

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position:

Incumbent will conduct the business management work and serves as a Program Analyst, in the LRD Inland Navigation Design Center (INDC). Conducts financial analyses, presents financial and programmatic reports, executes a variety of automated data processing programs, and establishes schedules and work accounts.

Management may select at any grade level.

Payment of Permanent Change of Station (PCS) cost is not authorized based on a determination that a PCS move is not in the Government interest.

Who May Apply:

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See [Proof of Eligibility](#) for an extensive list of document requirements for all employment authorities.

- [Current Civilian Employee with the Department of the Army](#)
- Eligible due to [Interagency Career Transition Program \(ICTAP\)](#)
- Eligible under [Veterans' Employment Opportunity Act \(VEOA\)](#)
- Eligible for [military spouse preference](#) (registered in the Priority Placement Program for this location, job title, series, and grade)

TRAVEL REQUIRED

- Occasional Travel
- 5% Temporary Duty Travel (TDY)

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Basic background check is a requirement
- Must possess and maintain a valid stateside driver's license

DUTIES:

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Major Duties:

Duties require a thorough knowledge of basic principles, theories, and methods of budgeting, program management, administrative operations, and automated data processing techniques, software, and equipment.

- Financial data: analyzes, interprets, and evaluates basic subject matter data to access management data requirements for current and proposed automated data processing systems.
 - Budget and Program Support: Develops the annual operating budget consistent with project 2101s and programs data.
 - Develops the internal operating budget.
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QUALIFICATIONS REQUIRED:

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In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Experience required: To qualify based on your work experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as:

GS-7: Performing procedural and administrative work of an office, such as performing a full range of standard clerical duties to assist higher level employees in the areas of human resources, budgeting, and financial management and resolution to customer service issues/problems relating to administrative processes. The definition of specialized experience is typical work performed at the next lower grade/level position in the federal service **GS-05**

GS-9: Experience formulating, planning, implementing, tracking and evaluating work and its associated requirement for a project or program; experience monitoring budgets and assisting with budget estimates; experience retrieving current and historical financial data from computer systems or experience in monitoring obligations, expenditures and important milestones. The definition of specialized experience is typical work performed at the next lower grade/level position in the federal service **GS-07**

GS-11: Experience identifying, managing, and integrating resource requirements, scope, budgets, schedules, quality, procurement, risk, and customer relationships as required for program accomplishment; experience with a Project Management Business Process, project/program management systems, budget, finance, schedule, configuration management, and project controls. The definition of specialized experience is typical work performed at the next lower grade/level position in the federal service **GS-09**

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Program Analysis
- Budget Planning and Formulation
- Oral Communication
- Problem Solving

Time in Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the following time-in-grade restriction(s):

GS-07: Applicants must have 1 year time-in-grade at the GS-05 level

GS-09: Applicants must have 1 year time-in-grade at the GS-07 level

GS-11: Applicants must have 1 year time-in-grade at the GS-09 level

To be referred, applicants must meet applicable time-in-grade and specialized experience requirements within 30 days after the closing date of the announcement.

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you may qualify if your education meets the definitions below.

Education Requirements:

GS-07: 1 full year of graduate level education or superior academic achievement master's or equivalent graduate degree

GS-09: 2 full year of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related Ph.D. or

equivalent doctoral degree

GS-11: 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

A combination of education and specialized experience is also qualifying.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html> Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Other Requirements: Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is Required.
- Basic background check is a requirement.
- Must possess and maintain a valid state sides driver's license.
- **Payment Change of Station (PCS) costs is not authorized, based on the determination that a PCS move is not in the Government interest.**

HOW YOU WILL BE EVALUATED:

Your [application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Interagency Career Transition Assistance Program (ICTAP). If you are a Federal employee in the competitive service and your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority. See [Interagency Career Transition Assistance Program \(ICTAP\)](#) for more information. Additional information about the program is on [OPM's Career Transition Resources website](#).

BENEFITS:

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The Department of Defense offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in [the USAJOBS Resource Center](#).

OTHER INFORMATION:

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.

HOW TO APPLY:

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To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on Friday, January 09, 2015 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click the Submit My Answers button to submit your application package.
- It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
- To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

- To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
 - It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.
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The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

REQUIRED DOCUMENTS:

The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following links to see which documents you need to provide to prove your eligibility to apply: [Applicant Merit Checklist](#) and [Proof of Eligibility](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

Your resume:

- Your resume may be submitted in any format.
- If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent." It is your responsibility to check the status and timestamp of all documents you submit as part of your application.

- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.

Proof of Eligibility to Apply: Your application must include the documents which **prove you are eligible to apply** for the vacancy. The “[Proof of Eligibility](#)” document describes authorities commonly used in merit promotion recruitment and what document(s) are required to prove you meet the requirements of the authority. You must meet the requirements of at least one of the authorities listed in the **Who May Apply** section above to receive further consideration.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1289303. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application.

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

AGENCY CONTACT INFO:

Tammy D. Briggs

Phone: (502)315-6585

Email: TAMMY.D.BRIGGS@US.ARMY.MIL

Agency Information:

DA SWR USACE LRD

PO Box 59

Louisville, KY

40201

WHAT TO EXPECT NEXT:

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "incomplete application" and you will not receive further consideration for this job.