



Agency Job Opportunity Announcement

Job Title: Program Analyst

Department: Department of the Army

Agency: U.S. Army Corps of Engineers

Job Announcement Number: SWGJ143874461268208

SALARY RANGE: \$70,843.00 to \$92,093.00 / Per Year

OPEN PERIOD: Tuesday, November 25, 2014 to Tuesday, December 9, 2014

SERIES & GRADE: GS-0343-12

POSITION INFORMATION: Full Time - Temporary NTE 1 Year

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

WHO MAY APPLY: Current Department of the Army Status Candidates

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:

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

Relocation, Retention, Recruitment Incentives are not authorized.

This is a temporary promotion or reassignment opportunity NTE 1 Year with the option to extend up to 5 years on a temporary basis or converted to permanent upon additional funding and management needs/approvals.

Coordinates and prepares special and miscellaneous analytical and administrative reports related to large complex projects such as those identified as mega projects. Inputs and maintains financial, technical and administrative information for the projects into the Corps of Engineers Financial Management System (CEFMS), the Project Management Business Process (PMBP) P2 system, and other project management tools. Assignments frequently involve broad studies involving complex problems requiring the application of analytical ability, initiative, judgment, resourcefulness and ingenuity in planning and coordinating work, analyzing and considering different courses of action, and in making sound project management decisions.

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's with the Department of the Army](#)

TRAVEL REQUIRED

- Occasional Travel
- Business Travel 10% of the time

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- National Agency Background Investigation may be required.
- Career Program 11 position.

DUTIES:

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Major Duties:

Coordinate with project managers responsible for assigned projects in the development of annual work plans. Creates, analyzes, executes and monitors the allocation and use of project funds.

- Provides information and advice to District project managers and operating officials concerning program administration, such as amount of funds available, purpose for which money may legally be used, time-frame within which available funds or authority must be used, trends in the obligation and expenditure of funds, areas of imbalance, and impact of programmatic changes on related activities, including time, money, and manpower. Analyzes legislation and regulations to determine impact on District projects, programs and goals, Discusses and recommends solutions to procedural problems to resolve conflicts. Serves as alternate responsible employee for project managers with authority for funds transfers and PR&C approvals.
- Participates in the review, editing, coordinating and correction of various District presentations, reports, maps and other data originating at District level. Reports and data include computerized budgetary data for appropriation hearings, project information sheets for unbudgeted projects, and obligation and expenditure schedules. Gathers information and prepares submissions.
- Coordinates with Planning, Programs and Project Management Division staff and other District Offices/Divisions on assigned Projects. Reviews, analyzes, and evaluates project budgets, schedules and execution and makes recommendations to the project managers to maintain progress, efficiency, and effectiveness. Compiles information for program and project analysis, which reflects the progress, problems, obligations, expenditures, and effectiveness of assigned projects. Determines actions required and coordinates with other District elements to develop data and prepare required reports, fact sheets, charts, or other output documents. Prepares special reports for project managers and higher level management for use in correspondence with local interests, members of Congress and higher headquarters concerning funds, schedules and data included in the budget.
- Lead analyst for the Construction in Programs (CIP) program for large, complex projects such as mega projects. Prepares reports, analyzes data, prepares correspondence, makes CEFMS entries and takes action on CIP and funded Work Items to transfer them into a Placed in Service (PIS) status. Reviews all assets on a quarterly basis to ensure Place-In-Service (PIS) actions are initiated.

- Development and execution of the annual program for assigned projects; coordinates the development and execution of the annual program to achieve effective and efficient management of resources at optimum productivity in support of overall District policies, goals and objectives.
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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: applying analytical and evaluative methods conducting in-depth analysis of program and project performance; formulating, presenting and executing such a program; analyze long and short range programs determining funding; utilization of a financial management system such as CEFMS, research historical financial information; This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-11).

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

- Program Analysis
- Project Planning/Coordination
- Oral and Written Communication
- Problem Solving

Time in Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the next lower grade (or equivalent).

or this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

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.

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.
 - Multiple positions may be filled from this vacancy announcement.
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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 Tuesday, December 09, 2014 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.

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 1268208. 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:

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Agency Information:

DA SWR USACE LRD

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Louisville, KY

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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.