



**Agency Job Opportunity
Announcement**

Job Title: PROGRAM ANALYST

Department: Department of the Army

Agency: U.S. Army Corps of Engineers

Hiring Organization: U.S. Army Engineer District, Pittsburgh, Executive Office

Job Announcement Number: SWGJ144487261281751

SALARY RANGE: \$70,843.00 to \$92,093.00 / Per Year
OPEN PERIOD: Tuesday, December 9, 2014 to Tuesday, January 6, 2015
SERIES & GRADE: GS-0343-12
POSITION INFORMATION: Full Time - Permanent
DUTY LOCATIONS: 1 vacancy in the following location:
Pittsburgh, PA
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: Serves as the district's Quality Manager, responsible for the overall Quality Management System (QMS) and associated processes and procedures for effective quality management. Serves as technical advisor to top management, supervisors and staff on the principles and techniques of International Organization for Standardization (ISO) 9001 and quality management.

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 \(VEOA\)](#)
- [Priority Placement Program, Program S \(Military Spouse\) registrants](#) referred through the Automated Stopper and Referral System (ASARS) for this position.

TRAVEL REQUIRED

- Occasional Travel
- Business travel required 5% of the time

RELOCATION AUTHORIZED

- No
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DUTIES:

- Responsible and accountable for development and effective implementation, compliance, sustainment and monitoring of the Quality Management System(QMS) program standards to include internal and external auditing, corrective and preventative actions, control of documents and records, management review, resource management and nonconformance processing in a Division wide QMS program.
- Implements, sustains and evaluates quality processes by working internally and externally to develop effective policies, procedures, and activities.
- Develops and implements effective training and communications programs.
- Manages the audit process to include preparing audit schedules, coordinating audits with process owners, conducting audits, coordinating training of internal auditors, preparing and maintaining audit logs and reports.
- Facilitates the corrective action system participating in problem identification, root cause analysis, development and implementation of appropriate corrective actions.
- Reviews the QMS for adequacy and effectiveness.
- Researches new methods and procedures for quality management and recommends modifications and adjustment to the QMS to assure accomplishment of program goals and objectives.
- Plans, leads and/or facilitates a variety of sessions, forums, and meetings, to identify and solve problems, develop and implement solutions, monitor progress, design alternative initiatives, develop metrics, and establish and direct resources.

- Facilitates executives, managers, technicians, specialists, and teams in the development and implementation of strategic plans, organizational change plans, process change plans, and process improvement studies.
 - Establishes/assists in the establishment of organizational timelines, suspense dates, reporting methods, monitoring methods, and tasks that drives the strategic plan to fruition.
 - Identifies issues of contemporary and future impact on the district and conducts analysis of implications and alternatives.
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QUALIFICATIONS REQUIRED:

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:

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify based on your 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: qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency, and productivity of administrative and technical programs, along with knowledge of the mission, organization and work processes of programs and the relationships of administrative support activities to such missions. 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
- Quality Management System (QMS)
- 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).

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.

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:

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:

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, January 06, 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.

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.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

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 1281751. 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:

Teresa L. Latham

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Email: TERESA.L.LATHAM@USACE.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.

Control Number: 389166100

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