

HELP WANTED:

PROGRAM ANALYST

DUTIES:

- Manages and/or directs quality improvement programs. Performs work related to monitoring quality programs, plans, procedures, and methodologies; and/or analyzing quality initiatives and processes.
- Performs work related to developing and maintaining relationships with stakeholders in various levels of government, private industry, and/or academic institutions to communicate and disseminate information about program mission and activities.
- Evaluates work processes and makes recommendations for effective organizational changes. Conducts fact-finding and investigations into effective and efficient ways of managing an organization's work functions. Reviews internal processes and procedures, making recommendations for improvements to promote efficiency, effectiveness, and cost savings.
- Directs, manages, and/or evaluates programs to provide recommendations for effective organizational changes in light of factors such as the use of fund options related to organizational changes. Prepares documents pertaining to positions and organizational structures.

REQUIREMENTS: Bachelor's degree

ANNUAL SALARY: \$106,263–\$138,136

Adapted from USAJOBS.gov. Retrieved from <https://www.usajobs.gov/GetJob/ViewDetails/364827700>