



**POSITION ANNOUNCEMENT
EXTERNAL POSTING**

POSITION: Program Evaluation Analyst **POSTING NO:** #1192
LOCATION: Office of Inspector General **DATE POSTED:** 06/25/08
Legal Services Corporation **DATE REPOSTED:** 09/09/08
3333 K Street, NW, 3rd Floor **OPEN UNTIL FILLED**
Washington, D.C. 20007-3541
OIG WEBSITE: <http://www.oig.lsc.gov>

CLASSIFICATION: Band 3/Professional

BASIC FUNCTION: Incumbent will serve as Program Evaluation Analyst and shall be responsible for conducting inspections, evaluations and other analyses of the performance of Legal Services Corporation programs. The incumbent reports to the Assistant Inspector General for Management and Evaluation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Responsible for executing inspections, evaluations, and research and other forms of management and program analysis as assigned.

Implements research designs and methods to gather and process data from a wide range of sources. Methods include, but need not be limited to, statistical analysis, surveys, interviews, and reviews of the literature.

Provides quantitative and qualitative analysis of program data, including performance measures.

Serves as a team member of the Management and Evaluation Unit and supports office management and administrative tasks as requested.

Performs other related duties as assigned.

COMPETENICES REQUIRED:

General:

A program evaluation analyst carrying out the OIG program assessment function must have competency in the areas of oral and written communication, quantitative and qualitative analysis, computer skills, creative thinking, reasoning and problem solving, self-management and teamwork, planning and evaluating, organizational and external awareness, and stress tolerance and flexibility.

Technical/Specialized:

A Masters Degree and two (2) years of experience in analysis, evaluation or operations research, or an equivalent combination of education and related experience are desirable.

SALARY AND BENEFITS:

Salary range \$74,000 to \$91,000 depending on experience and education. This salary range includes locality pay, plus an excellent benefits package.

APPLICATION PROCEDURE

Submit a detailed chronological resume, with cover letter, including salary history to:

Legal Services Corporation
Office of Human Resources, #1192
3333 K Street NW, 3rd Floor
Washington, DC 20007-3541
Fax (202) 337-6383
www.LSC.gov
Jobs@lsc.gov

AN EQUAL OPPORTUNITY EMPLOYER

If reasonable accommodation in the application process is needed, notify Human Resources at 202-295-1571.