General Position Qualifications: Program Analyst

As an entry level Program Analyst at TSA, you will use your knowledge and experience to perform a mixture of duties related to your program office. This is a wide ranging occupation and the duties will cover a variety of work assignments in support of the organization's mission, vision, and goals. The work of a Program Analyst generally includes working as a part of a team to support programs, studies, and analysis; researching best practices and regulations to recommend approaches or solutions to problems or concerns; providing guidance and advice to internal customers; and assisting higher level workers in the design and conduct of management studies.

The general position qualifications for the Program Analyst position through the Career Resident Program are outlined below. To be eligible for the Program Analyst position, you must be able to demonstrate in your application how you meet these general qualifications.

Basic Requirements (must meet A or B or C):

A. Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university;

OR

B. At least 3 years of progressively responsible experience, one year (52 weeks) of which was equivalent to at least the GS-04 grade level, that demonstrates the ability to
   - Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
   - Plan and organize work; and
   - Communicate effectively orally and in writing;

OR

C. A combination of successfully completed post-high school education and experience may be used to meet the total qualification requirements for the pay band level specified. The requirements may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the pay band level; then determining the applicant's education as a percentage of the education required for the pay band level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify for that pay band level.