

TITLE, SERIES, GRADE: Program Analyst, GS-343-09/11

SALARY RANGE: GS-09: \$47,647 - \$61,946 per annum
GS-11: \$57,648 - \$74,943 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-12

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-KS-DEU-030

AREA OF CONSIDERATION: All Interested Candidates and displaced/surplus federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 03/28/08

CLOSING DATE: Until filled

DUTY LOCATION(S): Department of Justice, Criminal Division, Organized Crime Drug Enforcement Task Force (OCDETF), Washington, DC

NUMBER OF VACANCIES: 1 Position

THE CUT-OFF FOR THIS ANNOUNCEMENT WILL BE THE END OF EVERY MONTH UNTIL THE POSITION IS FILLED.

The OCDETF Program is a cross-cutting, multi-agency approach to strategic counterdrug enforcement. OCDETF is a nationwide program which combines the resources and unique expertise of numerous federal agencies in a coordinated attack against major drug trafficking and money laundering organizations. The participants involved include the following: all 94 United States Attorney's Offices; the Department of Justice, Criminal and Tax Divisions; the Bureau of Alcohol, Tobacco, Firearms and Explosives; the Drug Enforcement Administration; the Federal Bureau of Investigation; the Internal Revenue Service; the 93 U.S. Attorneys' Offices; the U.S. Coast Guard; the U.S. Immigration and Customs Enforcement; the U.S. Marshals Service; and numerous State and local agencies.

The incumbent will serve as a Program Analyst, with specific responsibilities related to OCDETF Program performance.

The Incumbent will be responsible for providing analytical support for all areas of OCDETF performance, including performance budget integration activities, and for monitoring the performance of OCDETF districts and reporting on important program indicators related to OCDETF investigations and prosecutions.

The incumbent will assist the OCDETF Executive Office with planning requirements, problem identification and analysis, policy formulation, and program development and evaluation. This includes the following general responsibilities: 1) monitors activities of the OCDETF-member agencies; 2) advises OCDETF Executive Office management on substantive matters and recommends courses of action; and

3) supports OCDETF Executive Office Management in the planning and execution of projects.

JOB SUMMARY

- Provides analytical support for all areas of OCDETF performance including performance budget information integration activities, and for monitoring the performance of OCDETF districts and reporting on important program indicators related to OCDETF investigations and prosecutions.
- Assists the OCDETF Executive Office with planning requirements, problem identification and analysis, policy formulation, and program development and evaluation.
- Monitors and reviews the influx of information collected by way of OCDETF Investigation Initiation Forms, Interim Report, Final Reports, and other OCDETF reports.
- Assists in the development of workload-based standards to ensure that resources are allocated and deployed in a manner that most effectively facilitates OCDETF investigations and prosecutions.
- Develops and analyzes performance outcomes resulting from resource requests.
- Retrieves case tracking, statistical and narrative information from OCDETF's MIS as necessary to support reviews, analyses and the requirements of OCDETF headquarters and field management.
- Generates a variety of reports from OCDETF's MIS to obtain data to be used for reviews, analyses and other requirements of OCDETF headquarters and field management.
- Assists management with the creation of a variety of complex statistical reports to display performance and other pertinent data in formats that can be used for trend and other analyses.
- Makes recommendations for the revision of OCDETF Reports as they relate to the collection of relevant workload and performance data.
- Prepares reports and briefings materials to be used in presentations for OCDETF Executive Office Management.
- Provides assistance to Executive Office Management on subjects relating to relevant OCDETF performance data.
- Ensures timely review of memoranda, letters, reports and other OCDETF related documents.
- Assists in the planning, coordination, and execution of special projects and assignments on behalf of the OCDETF Executive Office.
- Assists with drafting a variety of reports and correspondence for the Directors, OCDETF managers, and government officials involved with the OCDETF Program.
- Responds to a variety of inquiries from field and headquarters personnel regarding the OCDETF program.
- Provides support to the OCDETF Regions in the development of the Annual Strategic Plans.
- Performs a variety of ad hoc special projects, as assigned; and
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and

which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Experience conducting quantitative and qualitative analyses.
- 2) Ability to analyze problems and develop solutions.
- 3) Experience with the collection, analysis, interpretation and presentation of statistical and investigative data.
- 4) Ability to effectively use a variety of automated processing systems and software programs.
- 5) Ability to communicate in orally and in writing.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. **If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;
- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility

(if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);

- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and/or supporting documentation can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- If substituting education for specialized experience, transcripts must be submitted.
- This is a permanent full-time position.
- Time-in-grade requirements must be met by the closing date of this announcement.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position also requires a security clearance. This position is subject to a drug test by urinalysis.

- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Kim Smith

CONTACT PHONE: 202-514-8998

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

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