

A. Introduction

This position is located in the Office of the Area Director, _____Area, (Location)_____. The incumbent of this position serves as the single staff control and coordination point within the Area for the timely and orderly implementation, management, and evaluation of a vast array of research monitoring activities, and assists the Area Director in conducting studies and projects by compiling, analyzing, and presenting data in useable formats. The Area consists of _ locations, with approximately _ research units, and has a work force of approximately _ employees (of which approximately _ are research scientists).

This is a developmental position designed to prepare the incumbent to fully perform the duties and responsibilities outlined in position number _____, Program Analyst, GS-0343-09 (the established full performance level).

B. Major Duties

Research Project Coordination

Independently coordinates and maintains appropriate documentation on the Current Research Information System (CRIS), research progress reports, and extramural and external funding requests for the Area. Serves as the Area manager and instructor for the Agriculture Research Information System (ARIS). Specifically, the incumbent:

--advises project leaders, research leaders, and other program personnel on proper documentation of CRIS projects, research plans, extramural and external funding requests, and research progress reports.

--summarizes and makes recommendations for improvement in the documentation to the scientific staff; notifies the scientific personnel when additional information is needed, and follows up to ensure receipt; ensures that packages are complete before forwarding to the Area Director; and brings significant issues in the reports to the attention of the Area Director.

--follows up on and advises scientific personnel on the status of submissions.

--instructs Area personnel on the use of the ARIS system; determines user needs and accordingly assigns appropriate level of access codes to allow access to the system; periodically surveys the needs of users and makes adjustments in the assignment of access; instructs users on changes in methods, procedures, and policies in the software on a continual basis; and trains new system users as needed.

--coordinates funding requests and extramural/external funding issues with appropriate Area Administrative Office staff (Area Budget and Fiscal Officer (ABFO) and Area Procurement Agreements Officer (PAO).

--with input from the AD, identifies appropriate reviewers for research project merit reviews; obtains merit reviews from industry, colleges, universities, private sector organizations, other agencies, and other ARS organizations.

--participates, in a coordinative role, in research program reviews and workshops; keeps managers and scientists informed of upcoming reviews; and makes presentations related to the research programs and reporting systems.

Analytical Assignments

Based on instructions provided by the supervisor, incumbent independently gathers, analyzes, and prepares written charts, graphs, and reports on specific locations/programs for use by the supervisor in assessing program effectiveness, impact of proposed program or personnel/organizational changes, and financial condition. Uses knowledge of program interrelationships; overall utilization of human, money, and material resources; program priorities; and information and statistics gathered from various sources, to pull together and present data. Prepares narrative reports describing characteristics requested.

Attends Area program reviews and workshops to acquire/maintain a comprehensive knowledge of the substantive nature of operating programs and the interrelationships among program areas.

Consolidates responses on current research activities from the locations in support of requests from the Area Director or higher level management in ARS.

Reviews the Annual Resource Management Plans (ARMP) for the Area for the CRIS Work Unit information and budgets for funds proposed in extramural activities; participates in meetings and conference calls to discuss the ARMS plans; recommends revisions to the plans to coincide with the approved operating levels (AOL); provides updated information to the ABFO on changes made to the AOL's during the course of the review process; detects information in the State of the Management Unit that is not consistent with research objectives and consults with Unit Leaders to effect changes; reviews ARMP Summary reports and recommends changes; and verifies the SY's on the CRIS Research Allocation Schedule.

Keeps the Area Director informed of possible changes in program activities and of items discussed with project managers. Prepares correspondence and

nontechnical descriptive summaries and analyses of research activities and progress in response to requests for information.

Accesses automated systems to manipulate, extract, edit, and approve program management documents; prepares statistical analyses for budget increases, redirected funds, extramural agreement funds, etc.; and recommends methods to improve documentation and presentation of data.

C. Evaluation Factors

1. Knowledge Required by the Position

FLD 1-5: 750 PTS

Knowledge of Departmental and Agency programs, regulations, policies, organizational structure, and procedures to carry out fact finding, analysis, and evaluation functions.

Knowledge of the responsibilities, priorities, commitments, policies and program goals of the Area Director to serve as liaison between the Area Director and others; prepare material for use in meetings and correspondence; implement procedures and guidelines affecting subordinate units; and locate and summarize material from ARIS and provide information for response to program-related inquiries.

Knowledge of basic principles, practices, theories, techniques, and methodology of management as they relate to the conduct of research and related support programs.

Knowledge of national research program activities of the Area, and ability to apply this knowledge in the performance of the assigned coordination, management, and analysis assignments.

Knowledge of procedures outlined in ARS Research Project Documentation Manual and office procedures for processing CRIS documents, and the interrelationships among components such as the ARMP, CRIS project reporting, budget processes, etc., sufficient to review the program formulation, justification, and execution submittal from subordinate units.

Skills in the use of personal computers to access, manipulate, and retrieve information from automated systems, and to train personnel in the Area on the use of ARIS.

Written and oral communication skills are required to prepare and present findings of projects, and provide guidance/assistance to Area employees on the programs managed.

2. Supervisory Controls

FLD 2-2: 125 PTS

The incumbent works under the supervision of the Area Director who provides continuing or individual assignments by indicating what needs to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides assistance on new, difficult, or unusual assignments, or on methods used to conduct assignments when precedents are not available.

The incumbent is responsible for independently applying operational knowledge in taking action to ensure the smooth operation and quality of the research project documentation system in the Area. The incumbent performs recurring assignments, such as those related to the maintenance of the ARIS database, independently without specific instructions, referring deviations and problems to the supervisor for resolution.

The supervisor reviews work accomplishments for technical accuracy and compliance with instructions and established procedures. New assignments are reviewed closely by the supervisor to ensure the technical accuracy and to ensure that procedures were followed and objectives of the assignment were met.

3. Guidelines

FLD 3-2: 125 PTS

Procedures for doing the work have been established, and a number of specific guidelines are available. Guidelines available for reference include the ARS Research Project Documentation Manual; several guides to computerized systems; Directives; and the Agency's 6-Year Implementation Plan.

The employee uses judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines to specific cases. The employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

4. Complexity

FLD 4-3: 150 PTS

The incumbent serves as the recognized Area focal point for monitoring, coordination, and documentation of the Area's research programs; monitoring and coordination of the Annual Research Reports and Plans; timing and documentation of logistics surrounding program reviews/workshops; and the flow of all program-related reports.

The incumbent is expected to locate and identify a variety of program effectiveness indicators, identify program deficiencies, and discuss alternative options with the

supervisor. Participates with the Area Director on projects of limited scope by gathering, compiling, and preparing analytical materials. The incumbent determines on own initiative improved ways of presenting information. Given only general directions, incumbent proceeds on own initiative using personal knowledge of programs and various available information systems to solve problems related to recurring assignments.

5. Scope and Effect

FLD 5-3: 150 PTS

The purpose of the work is to ensure timely, accurate and complete plans, results, evaluations, and redirection of the research effort in the Area. This is a critical position enabling complete program accountability in the Area.

The effect is to provide needed support and technical coordination to the Area Director in monitoring the many research programs of the Area.

**6/7. Personal Contacts and
Purpose of Contacts**

FLD 2b: 75 PTS

Contacts include secretaries, Laboratory Directors, Research Leaders, and various personnel (specialized and support) in the Area Administrative Office, the National Program Staff, Administrative Management, other ARS organizations, and individuals in both industry and academia.

Contacts are made to give advice and answer questions, obtain clarification of facts, trouble-shoot documentation problems, obtain and compile information for reports, follow-up on overdue actions, resolve operating problems, and relay information when timing or complexity precludes writing memoranda.

8. Physical Demands

FLD 8-1: 5 PTS

Work is largely sedentary. Work requires sustained attention to detail; with frequent stress of short deadlines for action. The incumbent's work also requires some standing, bending, and carrying of light items such as books and papers.

9. Work Environment

FLD 9-1: 5 PTS

Work is performed in an office setting. The work includes the everyday risks and discomforts typical of offices and meeting rooms.

Program Analyst
GS-0343-07

Standard Job #343-07

D. Other Considerations (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

TOTAL POINTS = 1,385

GRADE CONVERSION = GS-07 (1,355-1,600 PTS)

August 12, 1996/ updated 2002