

**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 participates with the Area Director in conducting studies and projects where data are gathered, facts are analyzed, recommendations are made, and reports are written. The Area consists of \_\_\_\_\_ locations, with approximately \_\_\_\_\_ research units, and has a work force of approximately \_\_\_\_\_ employees (of which approximately \_\_\_\_\_ are research scientists).

**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.

--with input from 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.

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--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.

--prepares justifications, or solicits justifications from program managers, in support of funding requests for CRIS projects and other requirements, for use by the Area Director.

--monitors the transfer of appropriated and temporary funds for research projects; transfers funds of replaced projects when scientists are reassigned, research has been redirected, or research has been closed out; advises project leaders on procedure and policy for shifting funds; makes recommendations on the transfer of funds based on information provided from the National Program Staff and/or Area Director; and coordinates all transfers of funds and extramural/external funding issues with the Area Budget and Fiscal Office (ABFO) and the Area Procurement Agreements Officer (PAO).

Analytical Assignments

Receives ad hoc study requests from supervisor to analyze, evaluate, make recommendations, and prepare written charts, graphs, and reports on specific locations/programs for program effectiveness, impact of proposed program or personnel/organizational changes, and financial condition. Uses a knowledge of program interrelationships; overall utilization of human, money, and material resources; program priorities; and information and statistics gathered from various sources, to prepare narrative reports outlining options including proposed abolishment of positions, redirection of money and/or material resources, merging programs or maintaining status quo.

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, and to provide/present information related to research activities.

Consolidates responses on current research activities from 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 analytical reports on 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 determines and implements methods to improve documentation and presentation of data.

**C. Evaluation Factors**

**1. Knowledge Required by the Position**

**FLD 1-6: 950 PTS**

Knowledge of Departmental and Agency programs, regulations, policies, organizational structure, and procedures to carry out fact finding, analysis, problem solving, 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; initiate procedures and guidelines affecting subordinate units; and locate and summarize material from ARIS and provide information for response to program-related inquiries.

Knowledge of the 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 skill in applying this knowledge to analyze and evaluate research program progress and recommend changes in operating programs.

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.

Knowledge of Agency and Department budgetary procedures for in-house and extramural research programs.

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 the ARIS.

Skill in representing the Area Director's viewpoint in meetings and dealings with program and administrative management personnel.

Ability to develop and present recommendations, information, and reports based on in-depth analysis and technical evaluation of issues and situations to advise the Area Director in decision making processes.

Written and oral communication skills to prepare comprehensive narrative analyses and present findings and conclusion to Area staff.

**2. Supervisory Controls**

**FLD 2-3: 275 PTS**

The incumbent works under the supervision of the Area Director who sets the overall objectives based on Agency and Area needs and priorities. The supervisor provides assistance on controversial issues or on methods used to conduct assignments when precedents are not available.

The incumbent is responsible for independently applying program and operational knowledge and judgment in taking action as required to ensure the smooth operation and quality of the research project documentation system in the Area. The incumbent independently plans and carries out the assignments; resolves most conflicts which arise; coordinates the work with others as necessary; and interprets policy on own initiative in terms of established objectives. The incumbent is frequently required to handle confidential data and to resolve situations requiring initiative in determining methods to use and approach to be taken based on established objectives, policies, and adaptation of precedents.

The incumbent advises the supervisor of progress, potentially controversially matters, or far-reaching implications. The supervisor reviews work accomplishments on the basis of overall effectiveness.

**3. Guidelines FLD 3-3: 275 PTS**

Numerous guidelines are available for reference including the current ARS Research Project Documentation Manual; several guides to computerized systems; Directives; and the Agency's 6-Year Implementation Plan.

Judgment in selection and adaptation of existing guidelines to specific situations is required. The incumbent draws on personal judgment, experience, and interpretive capability in applying policies, Directives, and procedures to work assignments and problem solving approaches that is not always specifically dealt with by documented guidelines.

**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 process; timing and documentation of logistics surrounding program reviews/workshops; and the flow of all program-related reports.

The incumbent is expected to locate and analyze a variety of program effectiveness indicators, identify program deficiencies, and suggest viable options. On more complex projects, participates with the Area Director 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.

**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 managing the many research programs of the Area. Data flows through and is monitored by the incumbent, who identifies what is being researched, to what extent, and how well.

**6. 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

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Program Staff, Administrative Management, other ARS organizations, and individuals in both industry and academia.

Contacts are made to give advice and to 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.

**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 = 1,885**

**GRADE CONVERSION = GS-09 (1,855 – 2,100 pts)**