

Program Analyst

[APPLY](#)

Job Summary

This position is located in the Office of the Director, Department of Housing and Community Development (DHCD) and is primarily responsible for analyzing and advising management of current and proposed operating programs to evaluate their actual or potential effectiveness in achieving objectives.

Duties and Responsibilities

Conducts continuous review and analysis of current or proposed programs and related administrative and financial activities; determines, through comprehensive assessment, effective utilization of resources at the program level; identifies program strengths and deficiencies; and recommends changes or corrective action relative to program design, policies, procedures, and operations. Coordinates agency policy plans and programs with the activities of other public and private community organizations through committee representation; individual conferences; or through review and reaction to proposals submitted by other agencies and groups.

Recommends the establishment of new and/or revised policies, procedures, and other documentation, as the need arises, to more effectively meet the goals and objectives. Makes recommendations to get the program and operation in compliance. Review legislation and ensure that program(s) comply with federal regulations.

Qualifications and Education

Specialized Experience – Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and this is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Licenses and Certifications

None

Working Conditions/Environment

Work is generally performed in an office setting.

Promotion Potential

No known promotion potential.

Other Significant Facts

OPEN UNTIL FILLED, FIRST SCREENING DATE: July 15, 2024

Tour of Duty: Monday - Friday 8:15 a.m.- 4:45 p.m.

Pay Plan, Series, Grade: CS-0343-13

Collective Bargaining Unit: This position is not a part of a collective bargaining unit.

Position Destination: This position has been deemed Security Sensitive under the guidelines of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.