

KSAs
Program Analyst
GS-343-07

1. Skill in briefing managers and communicating tentative recommendations regarding efficiency in program operations.
2. Knowledge of Students Channel goals, programs, policies, and current initiatives in order to analyze their impact on programs.
3. Ability to prepare work plans and draft reports based on existing procedures or observation of the activity to be studied.
4. Knowledge of operating guidelines governing administrative programs to help initiative program changes.

KSA WEIGHTING SHEET

MPP#

Position Title, Series, and Grade Program Analyst, GS-0343-07

Organizational Location ED/SFA/Students Channel/Immediate Office of the General Manager

Weights established by Jennifer Douglas

Date xxx

<u>KSA</u>	<u>Weight</u>
1. Skill in briefing managers and communicating tentative recommendations regarding efficiency in program operations.	
2. Knowledge of Students Channel goals, programs, policies, and current initiatives in order to analyze their impact on programs.	
3. Ability to prepare work plans and draft reports based on existing procedures or observation of the activity to be studied.	
4. Knowledge of operating guidelines governing administrative programs to help initiative program changes.	

Note: Weights must total 10. The weight for any one item can range from 1.0 to 4.0 in increments of 0.5.

Name of Selecting Official Jennifer Douglas, General Manager, Students Channel Building and Room # ROB-3, Room 5050 Telephone 202-708-9951

KSA #1 Title: Skill in briefing managers and communicating tentative recommendations regarding efficiency in program operations.

Points

Points: 4 SUPERIOR knowledge is indicated by: Significant experience in identifying and understanding various programs and communicating recommendations to management.

Points: 3 HIGHLY SATISFACTORY knowledge is indicated by: Some experience in identifying and understanding various programs and communicating recommendations to management.

Points: 2 SATISFACTORY knowledge is indicated by: Experience in identifying and understanding various programs and communicating recommendations to management.

Points: 1 BARELY ACCEPTABLE knowledge is indicated by: Limited experience in identifying and understanding various programs.

Signature: _____ Date: _____

KSA #2 Title: Knowledge of Students Channel goals, programs, policies, and current initiatives in order to analyze their impact on programs.

Points

Points: 4 SUPERIOR skill is indicated by: Knowledge of policies, goals and initiatives to strengthen Students Channel mission critical functions, including customer service, aid awareness, application processing and student credit management. Knowledge of current issues that impact Students Channel program and organization planning and implementation.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Knowledge of Students Channel mission, goals, organization structure and key stakeholders.

Points: 2 SATISFACTORY skill is indicated by: General knowledge of Students Channel mission and goals. Knowledge of any current issues impacting Students Channel operations.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Awareness of Students Channel activities.

Signature: _____ Date: _____

KSA #3 Title: Ability to prepare work plans and draft reports based on existing procedures or observation of the activity to be studied.

Points

Points: 4 SUPERIOR ability is indicated by: Extensive experience preparing work plans and drafting reports based on existing procedures within Students Channel.

Points: 3 HIGHLY SATISFACTORY ability is indicated by: Some experience preparing work plans and drafting reports based on existing procedures within Students Channel.

Points: 2 SATISFACTORY ability is indicated by: Experience preparing work plans and drafting reports based on existing procedures within Students Channel.

Points: 1 BARELY ACCEPTABLE ability is indicated by: Limited experience preparing work plans and drafting reports based on existing procedures within Students Channel.

Signature: _____ Date: _____

KSA #4 Title: Knowledge of operating guidelines governing administrative programs to help initiative program changes.

Points

Points: 4 SUPERIOR skill is indicated by: Knowledge of operating guidelines governing administrative programs to help initiative program changes.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Knowledge of operating guidelines governing administrative programs.

Points: 2 SATISFACTORY skill is indicated by: General knowledge of operating guidelines governing administrative programs.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Awareness of operating guidelines governing administrative programs.

Signature: _____ Date: _____