Reference Number: WFMO-BDM-2015-01

Open Period: January 6 - January 20, 2015

Title, Series, Band/Grade:  Management Analyst, ZA-0343-03

Duty Station: Silver Spring, Maryland

Area of Consideration: Current, Permanent NOAA Employees at the Pay Band III or GS-12 level.

Note: Relocation expenses will not be considered.

Background: An opportunity is available to join the Workforce Management Office (WFMO). The Business Management Division (BMD) supports the business needs of WFMO as a whole. BMD is responsible for budget planning, execution, and oversight. BMD provides records and information management, coordinates information collection, storage, dissemination, and destruction. BMD oversees WFMO’s personal property management, Freedom of Information Act responses, Entry on Duty processes for new NOAA employees assigned to the DC Metropolitan region, travel management, and executive correspondence review and processing. BMD administers the Return to work program, NOAA Rotational Assignment Program and coordinates the NOAA Award programs.

Duties: Perform program management in the Business Management Division. This position performs analysis and advisory assignments related to effectiveness of programs and/or the efficiency of management of operations. Develops new or modify current policies, goals and objectives. Uses quantitative/qualitative skills to analyze and evaluate the effectiveness of managerial operations in meeting established goals and objectives. Participate and manage special projects related to Workforce Management; prepares analyses and recommends plans to bring projects to a successful conclusion. Serve as Purchase Card Approving Official (PAO) for WFMO. The PAO ensures that all purchases are appropriate and that the cardholder is following the proper procedures. Administer real property management activities including accountability by administering policies & procedures. Assist the Division Director and Supervisor in the monitoring of new policies, procedures, and initiatives and assist in the implementation across organizational lines.

Knowledge, Skills and Abilities (KSAs):
1. Knowledge of the principles, practices, and procedures of administration or management function including policies, precedents, and procedures.
2. Ability to identify problems, propose solutions and defend recommendations.
3. Ability to write and communicate clear guidelines.
4. Knowledge of property management.
**Education Qualifications:** There is no positive education requirement for this position.

**Specialized Experience Statement:** Applicants must possess the specialized experience equivalent in difficulty and responsibility to the position being filled. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. Specialized Experience for this position includes knowledge of work processes, operations and programs to perform studies and evaluations, and make recommendations for changes and improvements. Ability to identify potential problem areas, deficiencies and present solutions to improve organizational effectiveness and efficiency. Knowledge of the principles of acquisition, accountability, of real property; real property, interpretation and application of regulations for ensuring compliance with policies/regulatory guidance.

**How to Apply:** E-mail your resume, a statement of interest, and a brief description of your qualifications as it relates to the above KSAs and/or Specialized Experience Statement to WFMO.Opportunity@noaa.gov *Do not send PII info to this email account.*

To discuss your interest in the position, contact Lisa L. Thompson, Supervisory Management Analyst, Business Management Division, at 301-713-6373 or Lisa.L.Thompson@noaa.gov.