

Program Analyst ES 343 07

INTRODUCTION:

This position is located in the District of Columbia, Office of the City Administrator, under the Program Manager for Public Safety in the Justice Grants Administration. The Justice Grants Administration is responsible for receiving Federal justice grants and working with justice stakeholders (including representatives from local and Federal criminal and juvenile justice agencies, Council of the District of Columbia, non-profit service providers, and the public) to make recommendations for the use of the funds, monitoring and reporting on compliance with financial and programmatic grant requirements, and evaluating program effectiveness.

POSITION CONTROLS:

The incumbent works under the general administrative and broad policy direction of the Program Manager for Public Safety. The purpose of the position is to ensure the efficient and proper management of juvenile and criminal justice grants by overseeing overall planning, direction, and timely execution of all day to day operations of the Administration, including development, assignment, and approval of the office goals and objectives for subordinate staff.

Guidelines of this position include the Mayor's policy priorities, and established policies, procedures and regulations of the District of Columbia, Federal government, and Mayor's Executive Orders.

MAJOR DUTIES AND RESPONSIBILITIES:

Plans, develops, and conducts program analyses of moderate scale and impact, e.g., interrelated programs with clearly related clerical and technical scientific or professional functions and operations. Reviews all aspect of current or projected operating programs for actual or potential effectiveness in achieving planned goals and objective within moderate sized self contained activity or equivalent portion of a department larger activity. Ensure quality and consistency of work among staff. Works with colleagues to identify areas for improvement and enhancement in grants management systems design. Manages the operation of a comprehensive record system to inventory and track all grant awards received and sub grant awards made. Works with the Office of the Chief Financial Officer, Office of Finance and Resource management, and grantee agencies to resolve any grants management inefficiencies.

Develops, maintains, and monitors integrated reporting systems (s) affecting programs with interrelated functions and operations. Communicates information to management for effective evaluation of program operations and milestones. Analyses extracts, summarizes, and identifies significant trends and issues. Forecasts and estimates program requirements and prepare

programmatic reports, justification, charts, graphs statistical and narrative data, etc., top level presentations and briefings.

Oversees the grant planning process with relevant grant-planning bodies defined by statute or policy by ensuring that planning bodies receive and consider all relevant input. Works with relevant grant planning and policy boards to make allocation recommendations regarding grant funds, consistent with administration policy goals and priorities and the needs of the broader community of public safety and justice stakeholders.

Maintains liaison and consults with a variety of high-level officials, professional associations, representatives of District and Federal agencies, constituent groups, and national organizations to facilitate the Justice Grants Administration's sub-grant-making mission. Develops, submits, and manages Justice Grants Administration's annual administrative and sub-grant-making budget.

Oversees execution of programs of significant scope and mission impact. Conducts program surveys, audits, projects, etc. and provides advisory services to operating or management official regarding complex programs in a moderate size field activity or equivalent portion of an organization or large activity. Accommodations may represent significant departures from established work operations. Develops, implements, maintains and monitors programs and District activities, on the cause, prevention and intervention of violent crimes. Oversees research on issues relating to violent crime; prevention models; issues and trends and model intervention strategies.

With the consent of the Program Manager for Public Safety, authorized to enter into sub-grant agreements with government and non-government agencies on behalf of the Administration, consistent with governing laws and policies. Ensures that all grant-reporting and financial requirements are strictly adhered to, consistent with local and Federal law policy. Maintains contact with grantor agencies such as the Department of Justice, as necessary, to ensure compliance.

Under the guidance of the Program Manager for Public Safety, develops and implements performance measures for Justice Grants Administration, monitors progress against those measures, and makes management corrections as necessary. Develops customer service standards for all agency employees and assesses customer satisfaction with agency over time. Customers include, but are not limited to, sub-grantees and the Department of Justice.

Develops and maintains an up-to-date grants management handbook for employees reflecting best practices in grants management. Establishes training and orientation for new employees joining the Justice Grants Administration.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS:

Mastery of grants planning, sub grant making, and all facets of grants management.

Mastery of issues and current developments in the area of crime and criminal justice.

Extensive knowledge of management principles and personnel management requirements.

Mastery of advanced administrative, financial and managerial aspects, concepts, procedures and processes.

Mastery of the criminal justice system, federal and District laws, and the legislative process.

Extensive experience in applying relevant laws, statutes and regulations associated with the overall mission.

Exceptional planning skills, from the development of high-level objectives to the breakdown of and assignment of individual projects and tasks, to the monitoring and reporting of project status.