

Applicant Name: _____

Section 6: Assessments and Position Requirements

- For each of the occupational series, below, provide indication of your relevant knowledge and experience per the corresponding statements. Indicate by placing an "X" under the corresponding column for each statement of typical duty associated with an occupational series.
- **Only provide indications for position/occupational series for which you wish to apply.**

Program Analysts (Occupational Series 0301)

Primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both.

Program Analysts (Series 0301)					
	Have extensive experience	Performed independently	Performed with supervision	No experience, but extensive education	No experience or education
1) Apply analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature.					
2) Use qualitative and quantitative analytical techniques such as: literature search; work measurement; task analysis and job structuring; productivity charting; development and administration of questionnaires; flowcharting of work processes; graphing; and calculation of means, modes, standard deviations, or similar statistical measures.					
3) Analyze issues in the assignment, then selects and applies accepted analytical techniques such as task analysis, work simplification, work-flow charts, workload measurement, and trend analysis to the resolution of procedural problems affecting the efficiency, effectiveness, or productivity of the organization and/or workers studied.					
4) Observe work in progress to identify and resolve problems in work-flow, work methods and procedures, task distribution, overall workload, forms and record keeping, span of control, and organizational structure.					
5) Identify, analyze and make recommendations to resolve conventional problems and situations.					

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Policy Analyst (Occupational Series 0130):

Apply inductive and deductive reasoning and a knowledge of specialized subject matter of the Foreign Service and/or intelligence community to complete functions of work.

Policy Analysts (Series 0130)					
	Have extensive experience	Performed independently	Performed with supervision	No experience, but extensive education	No experience or education
1) Analyze, assimilate, and evaluate raw intelligence information based on factors such as authenticity and relevance.					
2) Make preliminary determinations of appropriate sources for acquiring information and of distribution of intelligence information.					
3) Prepare finished studies of factual data or contributions to larger studies, statistical compilations, or intelligence publications.					
4) Identify and select new and pertinent material for the files and bring to the attention of the superiors for further examination or study.					
5) Identify, analyze and make recommendations to resolve conventional problems and situations.					

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Financial Analysts (Occupational Series 0501)

Performs work in any of the phases of accounting, finance and budget administration when such work requires knowledge and skill in applying related laws, regulations, policies, precedents, methods, and techniques.

Financial Analysts (Series 0501)					
	Have extensive experience	Performed independently	Performed with supervision	No experience, but extensive education	No experience or education
1) Apply a knowledge of commonly used finance regulations and local policies, practices, methods, and procedures to function effectively in the work situation and to the needs of the serviced organizations.					
2) Research, identify, and analyze trends in the use of funds and recommend adjustments in program spending.					
3) Analyze all functional aspects of a financial management system. Compile, analyze, and summarize financial and/or budgetary information related to assigned areas of the organization's financial program.					
4) Manage the financial management information system to support accounting, budgeting, procurement, disbursing, and statistical reporting.					
5) Monitor appropriated and non-appropriated fund resources and activities at the installation level for financial success and viability of installation programs.					

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Engineering Analyst (Occupational Series 0801):

Apply knowledge of techniques, procedures, and methods sufficient to advise on and execute solutions to a wide variety of complex problems.

Engineering Analysts (Series 0801)					
	Have extensive experience	Performed independently	Performed with supervision	No experience, but extensive education	No experience or education
1) Operate and evaluate specialized technologies, information technology systems, processes, and applications pertaining to the performed work and the delivery of its end product.					
2) Modify precedents or existing strategies to meet the project's needs, requirements, and constraints.					
3) Perform work that affects the planning, completion, and direction of major engineering projects and the agency's ability to meet its goal.					
4) Investigate, evaluate, and resolve unusual problems, issues, and conditions as they arise.					
5) Identify, analyze and make recommendations and solutions to resolve conventional problems and situations.					