



U.S. FISH & WILDLIFE SERVICE SOUTHEAST REGION
www.fws.gov/southeast/
MANAGEMENT AND PROGRAM ANALYST
JOB!



Accepting applications for Management and Program Analyst position.
Cutoff Date: July 13, 2009

The U.S. Fish & Wildlife Service mission is the protection, conservation and enhancement of fish, wildlife, and their habitats.

Position Information: **1 Vacancy** - This is a Temporary Appointment Not-to-Exceed 12 months. At management's discretion, this appointment may be extended. This temporary position provides eligibility for the employee to earn leave, but DOES NOT include eligibility to receive Federal retirement coverage, health insurance, and life insurance. TEMPORARY APPOINTMENTS DO NOT CONFER COMPETITIVE STATUS AND DO NOT LEAD TO PERMANENT APPOINTMENTS.

Duties: This position is located in the Regional Office of the Southeast Region of the U.S. Fish and Wildlife Service, Atlanta, GA in the Budget and Administration (B&A) organization. The position is established to perform analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations. In particular, the position will support the management and analysis of Regional data, documents, and information that comes into the B&A Divisions related to asset construction and maintenance, and habitat improvement and restoration from multiple funding sources. The employee will be expected to identify and resolve problem areas, prepare accomplishment reports, and brief senior managers on project and process issues and status. The employee will identify procedural problems in program operations, using quantitative or qualitative methods; conduct studies, reviews or assessments on operating programs; study and help develop administrative guidance; and research and evaluate current or new management practices for application to programs or operations.

Qualification Requirements for the GS-9 level: EDUCATION - Master's degree or equivalent graduate degree or 2 years of progressively higher level graduate education leading to a master's degree -- OR -- EXPERIENCE - 1 year specialized experience equivalent to at least the GS-7 that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Examples of qualifying experience include applying basic principles, concepts, and methods of fact finding, analysis and problem solving sufficient to gather and analyze factual data, interpret and apply regulations and policies, and perform assignments reviewing administrative and/or program operations to identify more efficient and effective methods and procedures. NOTE: Equivalent combinations of education and experience are qualifying for the GS-9; however, only graduate education in excess of the first full year may be combined with experience.

Qualification Requirements for the GS-11 level: EDUCATION - Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree. Such education must demonstrate the knowledge, skills and abilities necessary to do the work -- OR -- EXPERIENCE: 1 year specialized experience equivalent to at least the GS-9 that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Examples of qualifying experience include analyzing programmatic or administrative processes and providing written or verbal assessments of managers; conducting studies or informal analyses crossing organizational lines; preparing narrative reports containing a statement of the issue or problem, background, observations, options for change, and recommendations for action; and maintaining control systems for tracking updates. NOTE: Equivalent combinations of education and experience are qualifying for the GS-11; however, only graduate education in excess of 2 full years is creditable.

Pay Rate: Entry level at GS-9 - \$48,545 per annum
Entry level at GS-11 - \$58,734 per annum

Location: Atlanta, Georgia

Eligibility Requirements: Applicants must be U.S. citizens. Applicants must be able to pass a background investigation.

How to Apply: *(Submit the following documents)*

- Resume describing past/present school and work experiences.
- Official college transcript (Required only if using education to qualify for the position)

Mail to: U.S. Fish and Wildlife Service
ATTN: Jackie Flynn
1875 Century Blvd, Suite 370
Atlanta, GA 30345

Email to:
or Jackie_flynn@fws.gov

Fax to: 404/679-4199

All required information must be received by mail, email or fax no later than July 13, 2009. Late and incomplete applications will not be accepted.

If you are in consideration for a position, a hiring official will make direct contact with you to discuss the position. Because of the high volume of applications received, only applicants considered for selection will be notified.

U.S. Fish and Wildlife Service is an Equal Opportunity Employer