Management Analysis - 343

Works with senior management officials to research, evaluate, and interpret policies and procedures for the IC.
- Develops, rewrites or updates administrative policies into final format within specified time frame.

- Works with the IC webmaster to update or post new policies and procedures on the IC's intranet within _____ days of completion.

- Plans and conducts # of in-house training sessions for supervisors and/or employees using PowerPoint presentations and or other tools to provide clear, concise and accurate information, when necessary.

- Coordinates the implementation/integration of newly developed policies and procedures.

Plans, coordinates and maintains the Performance Management Program within the IC, meeting deadlines set forth by the DHHS/NIH.
- Provides # of in-house training sessions for supervisors and/or employees to assist in the development of individual performance appraisals during the 2nd quarter.

- Assures all IC 2007 PMAP plans are closed out and 2008 plans are in place by February 15th.

- Assures all IC SES and Senior Title 42 performance plans are closed out and established by NIH deadlines.

- Prepares reports, which include, gathering and interpreting data, relevant to subject matter as required by NIH meeting the specified timeframe.

- Works with the IC Webmaster/Administrator to update or post new policies and procedures on the IC Intranet within _____ days of completion.

- Provides advice concerning the PMAP to Managers/Supervisors and employees, including, but not limited to (1) requirements/timelines; (2) preparation; and (3) close-out process.

Participates in updating and recoding the functions within the A-76 Inventory for the IC and advises senior leadership of potential impacts to the IC.
- Has knowledge of and ability to use the nVision database to review, update and enter new data into the system by the NIH deadlines. Is also able to run reports and analyze the data.

- Assists with the interpretation of codes and selection of the most appropriate code for employees.

- Keeps up-to-date on all current A-76 information and communicates with program managers on annual FAIR Act Inventory and related data calls.

Provides advice/analysis support and oversight on various administrative programs (i.e., Security, Training, Management Internal Controls (A-123), Delegations of Authority, Alternative Leave Schedule (AWS), Telecommuting, etc.).
- Collects, reviews, analyzes, and organizes relevant scientific/biomedical and/or administrative program information and evaluate, make recommendations, and prepares clear and effective reports of high quality in a timely manner.

- Appropriately applies management controls, quality assurance, risk management principles and practices to work situations to assure compliance to law, regulation, policy, and to enhance the provision of services. Seeks guidance in areas unfamiliar prior to taking action.

- Designs and conducts management studies and surveys including manpower utilization, workload measurement, work simplification, etc.

- Communicates effectively with professional and technical staff and to work effectively either independently or as part of a team.

Manage and coordinate the workforce planning/restructuring effort for the IC.
- Manage the FTE report, coordinating both the intramural and OD/extramural components and providing hard copy to the Executive Officer at the beginning of each month.

- Conduct regular/monthly/quarterly reviews and analyses and make recommendations regarding human capital utilization, such as, impact of administrative restructuring, and attrition, recruitment, and retention strategies.

- Review proposed reorganizations and provide an assessment of potential workforce issues within days/weeks of receipt.

- Provide supervisors and management officials with advice on upcoming NIH/IC initiatives.