Health/Science Policy Analyst - 601

A. Effective Completion of Assigned Program Analysis, Planning, and Science Policy Activities

- Highly technical analyses, reports, or other narrative materials for requests 1) related to the funded research portfolio of the Institute, Center, or Organization (ICO) or 2) for reports such as the Congressional Justification, Government Performance and Results Act (GPRA) targets and goals, and Program Assessment Rating Tool (PART) evidence and related material, and other reports that involve trans-NIH research activities (NIH Roadmap, Neuroscience Blueprint, etc.) are coordinated, prepared, and analyzed with minimal errors within specified deadlines.
- The ICO-level planning processes are coordinated and implemented in a systematic manner yielding products, which meet general quality standards for distribution within or outside of the organization and are produced within established time frames.
- Scientific literature, special research reports, and technical reports are synthesized or prepared, in a timely manner that are competently analyzed, summarized, and/or interpreted so that appropriate audiences, both within and outside the NIH, can use the relevant science policy findings.
- Scientific and policy guidance and assistance are furnished to a variety of programmatic and other staff, as required and appropriate, in interpreting and responding to various planning and policy requests from the DHHS, NIH, and the ICO leadership.
- May serve as the ICO contact for the monthly meetings of the NIH Planning and Evaluation Officers Group or other relevant groups.

B. Demonstrate Effective Communication Skills

- Correspondence is prepared, edited, or reviewed in an informed and professional manner. All correspondence is developed according to DHHS, NIH, and ICO standards and guidance.
- Communications are usable, understandable, and appropriate for audiences such as Congress, the nonprofessional community, public health decision makers, and policy makers, as well as scientists, to help them better understand the promise of and become partners in the biomedical research enterprise. Draft material is substantively accurate and consistently well-written, requiring upper level review but no major revisions.
- Verbal and written forms of communication are followed-up to ensure that the information disseminated is clearly understood.
- Timely exchange of information is ensured between public agencies and the private sector, as well as between other entities requesting information from the ICO.
- Serves as a liaison for and/or works effectively with other staff in an overall team approach involving projects within DHHS, NIH, the ICO, and the scientific community. Effective teamwork is displayed by using good judgment and tact when dealing with coworkers. Displays and encourages interactions to address the needs of stakeholders, visitors, contractors, and coworkers.

C. Effective Completion of Assigned Congressional and Legislative Activities

Legislative reports, analyses, testimony, briefing materials, and reports are coordinated and prepared effectively in accordance with DHHS, NIH, or ICO guidelines for use by the DHHS, NIH, or ICO staff officials either in response to congressional requests or at congressional hearings or other appearances before congressional committees. Key examples include:

- Reports required by Congress during the annual appropriations process are prepared, in consultation with the appropriate expert ICO staff. These reports must reflect the policies and directions of the DHHS, NIH, and ICO while fully responding to the request made by the House or Senate Appropriations committees or other relevant committees.
- Current legislative activities are monitored daily to identify actions that may affect the DHHS, NIH, and ICO.
- Legislative language is interpreted and assessed for its impact on ICO or other programs and resources.
- Changes and revisions to ICO policies and procedures are planned, evaluated, analyzed, and/or suggested based on a thorough knowledge and understanding of the legislative process and related administrative policies, procedures, and regulations.

D. Effective Completion of Assigned Evaluation Activities

- A broad knowledge of 1) program evaluation resources and methodologies; 2) DHHS, NIH, and the ICO research policies, programs and activities, including those pertaining to OMB survey clearance procedures; and 3) related statistical, fiscal and scientific research program data and data sets is used to produce program reviews and assessments that accurately inform key stakeholders and decision makers.
- Requests that sufficiently lead to obtaining NIH one-percent evaluation funds to support program evaluation activities are initiated, coordinated, consulted on, and/or prepared for the ICO.
- Statements of work and all other documents are developed, as needed, to successfully obtain the expert services of contractors who may implement any single or all components of a program evaluation.
- Program evaluation analyses are developed and appropriately conducted. May oversee the conduct of portions or all aspects of, preparing accurate and complete final reports or succinct briefing materials reflecting the findings for key stakeholders and decision makers.
- May specifically design or consult on the design of a program evaluation, or may serve on a technical advisory workgroup for a program evaluation.

E. Effective Completion of Other Assigned ICO-Specific Activities

- Trans-NIH administrative activities for high priority, high profile, or politically sensitive science policy topics are coordinated and performed on behalf of the ICO or the NIH. May serve as key staff supporting top NIH or ICO leadership who may chair, or serve as members of, trans-NIH planning or policy workgroups or task forces. This could include:
  - Assistance for all of the activities and meetings of the workgroups or task forces are managed and coordinated in an effective manner.
  - May serve as a representative for the ICO and/or prepare briefing materials for related coordinating committees, workgroups, and task forces to meet their analytic and other reporting requirements.
  - Keeps abreast in scientific advances in these high priority areas.
- Special trans-NIH research agenda setting meetings, such as state-of-the science conferences and consensus development conferences are supported, assisted in the development, and participated in as needed.

- Disease coding data on research projects are collected and reported on by applying the appropriate definitions, methods, and business rules when coding for disease areas as required by the DHHS, NIH, and ICO. The Knowledge

Management for Disease Coding (KMDC) application tool is used in conjunction with any NIH or ICO-specific databases to achieve improved results for reporting funding by disease area for the ICO.