

## ***Scientific Program Specialist - 601***

**A. Scientific research support is effectively conducted to meet programmatic needs, including new scientific initiatives, evaluations and reports for scientific staff and managers.**

- Background research is normally thorough and accurate and gathered through a variety of means, including interview, literature review, document review, and data collection.
- Work products are well organized, competently prepared, reflect sound judgment, show a clear understanding of project requirements, and are typically produced in a timely manner to the requestor's satisfaction.
- Relevant scientific/biomedical information is collected, reviewed, analyzed, and organized to prepare clear and effective reports of high quality in a timely manner. Reports are normally coordinated, prepared and analyzed with minimal errors within specified deadlines.
- Scientific information and work of investigators and research programs is summarized and/or translated into a usable and understandable format for the targeted audience.
- Assists Program Officers in the full publishing process including editing drafts and abstracts, formatting manuscripts, and incorporating recommendation for revisions.

**B. Relevant scientific/biomedical data is collected, reviewed, analyzed, and organized to meet scientific and program staff needs as determined by supervisory assessment and customer feedback.**

- Data gathered is typically complete, accurate, and supportive of assigned task.
- Logical conclusions are developed from the data; inaccurate or unsubstantiated statements and areas needing more work are identified and resolved with requestor.
- Working papers are well organized, comprehensive and include necessary background, status, identification of problem areas and options for consideration.
- Programmatic reports are normally coordinated, prepared, and analyzed with minimal errors within specified timeframes.
- Scientific information needed for compilation of reports is effectively tracked and monitored in anticipation of information needs.
- Internal reference files are created and maintained and organized in a manner that others may easily reference them.

**C. Positive contributions are provided to organizational goals through cooperative efforts, personal initiative, and innovation within area of responsibility.**

- A willingness to assist in a variety of program areas to meet critical deadlines is demonstrated through cooperative efforts and familiarity with others' responsibilities.
- Problems are anticipated and creative approaches are developed to avoid potential situations or solve difficult issues.
- Work is effectively planned, organized, and prioritized to accommodate changing demands and timelines.
- A high level of initiative and commitment towards completing assignments is displayed.
- Program staff and supervisor are kept informed of status of work, indicating work progress, when assistance will be needed to overcome obstacles, when tasks are complete and new work is needed.
- Tactful and effective assistance is provided on matters and issues encountered in the program or project area of the position, a positive working relationship is maintained with others.

**D. Assistance is provided to senior staff by serving as an information resource on IC initiatives, programs, policies, and/or procedures to IC staff, as well as members of the scientific community and others outside of the IC.**

- Communications are consistently timely, organized, clear, concise and appropriate to the situation.
- Advice to inquiries about initiatives, mechanisms, and/or scientific opportunities for proposed research typically reflects sound judgment and knowledge of the best use of established mechanisms and procedures.
- Responses to or referrals of inquiries are typically timely and handled with sensitivity and professionalism, and when required, in consultation with others in the IC.
- Verbal, written, and nonverbal forms of communication are consistent with IC policy and followed-up to ensure that information and ideas are clearly understood.

**E. Assistance is provided to Program Officers in the designing and planning of special projects in appropriate scientific fields to guide development and implementation of programs within the IC.**

- development of scientific workshops and colloquia; participating in inter and intra-agency studies;
- writing articles summarizing meeting proceedings; and/or
- coordinating programmatic aspects (outcomes, follow-up, etc) to scientific outreach and related scientific meetings