

0343 – Program Analyst (Data Analytics)

Major Duties for This Position May Include:

- Provide data analytical support to address issues and obtain solutions to problems encountered in the analysis of CDC public health data.
- Perform data analytic functions to include the development of measures, and metrics to help foster performance towards service targets, objectives, and goals to influence CDC public health decisions.
- Provide analysis and support for data interpretation to both technical experts and other stakeholder end users of the data.
- Track metrics, trends, and analysis of activities surrounding the input, processing, and output of data from various computer programs or systems.
- Develop reports or presentations.
- Work with teams to develop data products and definitions

Related Competencies

- Collaboration/Partnership
- Data Analysis and Interpretation
- Data Collection, Analysis, and Management
- Skill in oral communication
- Skill in Written Communication

Minimum Qualifications

GS-07 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-05 grade level in the Federal Service. Specialized experience for this position includes:

- Participating in projects to identify and analyze issues and evaluates possible courses of action for resolving them
- Use appropriate analytic and statistical software to programmatically prepare data for analysis

Or Education

One full year of graduate level education.

Or Superior Academic Achievement

Based on a bachelor's degree that is demonstrated through class standing (upper 1/3 of class); grade point average (3.0/4.0 overall or 3.5/4.0 in major), or election to membership in a qualifying national scholastic honor society.

Or Combination

You may qualify on a combination of education and experience, the total percentage of experience at the required grade level compared to the specialized experience requirement, as well as the percentage of completed education compared to the educational requirement must equal at least 100 percent.

GS-09 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal Service. Specialized experience for this position includes:

- Collecting data and identifying issues to assist with data improvements related to administrative operations such as task analysis, work simplification, work-flow charts, and workload measurement.

Or Education

Master's or equivalent graduate degree **or** two (2) full years of progressively higher-level graduate education leading to such a degree. **TRANSCRIPTS REQUIRED.**

Or Combination

You may qualify on a combination of education and experience. The total percentage of experience at the required grade level compared to the requirement, must equal at least 100 percent. Only graduate level education more than the first 18 semester hours (27 quarter hours) may be combined to be considered for qualifying education. **TRANSCRIPTS REQUIRED.**

GS-11 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-09 grade level in the Federal Service. Specialized experience for this position includes:

- Analyzing, evaluating, and making recommendations to resolve to improving business processes related data improvement such as task analysis, work simplification, work-flow charts, workload measurement, and productivity trends.

Or Education

Ph.D. or equivalent doctoral degree **or** three (3) full years of progressively higher-level graduate education leading to such a degree. **TRANSCRIPTS REQUIRED.**

Or Combination

You may qualify on a combination of education and experience. The total percentage of experience at the required grade level compared to the requirement, must equal at least 100 percent. Only graduate level education more than the first 36 semester hours (54 quarter hours) may be combined to be considered for qualifying education. **TRANSCRIPTS REQUIRED.**

GS-12 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-11 grade level in the Federal Service. Specialized experience for this position includes:

- Identifying patterns and recognize trends
- Advising stakeholders on recommended actions based on data analysis and interpretation
- Developing methods to assist with improvement of data quality and business practices
- Briefing senior officials on relevant public health data and other policies

Note: There is no substitution of education for specialized experience at the GS-12 level.

GS-13 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal Service. Specialized experience for this position includes:

- Analyzing statistical data and information via survey design and administration, focus groups and/or other mixed methods
- Performing in-depth data analytics, including quantitative, statistical, and comparative analysis to determine gaps, identify patterns, and recognize trends
- Advising stakeholders on recommended actions based on data analysis and interpretation

Note: There is no substitution of education for specialized experience at the GS-13 level.

GS-14 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal Service. Specialized experience for this position includes:

- Providing project management, budget planning and oversight, information technology systems review, and review of public health data.

Note: There is no substitution of education for specialized experience at the GS-14 level.

GS-15 Specialized Experience Requirements

You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-14 grade level in the Federal Service. Specialized experience for this position includes:

- Providing project management, budget planning and oversight
- Briefing senior officials on relevant public health data and other policies
- Performing in-depth data analytics, including quantitative, statistical, and comparative analysis to determine gaps

Note: There is no substitution of education for specialized experience at the GS-15 level.

Experience refers to paid and unpaid experience. Examples of qualifying unpaid experience may include volunteer work done through National Service programs (such as Peace Corps and AmeriCorps), as well as work for other community-based philanthropic and social organizations. Volunteer work helps build critical competencies, knowledge, and skills; and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.