

Position Title: Lead Workforce Planning Specialist
Grade/Rank and Series: GS-14, or Commissioned Corps equivalent
Bargaining Unit Status: Non-Bargaining
Duty Station: Rockville Only

Bureau of Primary Health Care Office	Job Series	Duty Station
Organizational Development Division, Office of Strategic Business Operations (OSBO)	Lead Workforce Planning Specialist (0301)	Rockville Duty Station Only

OVERVIEW

As a Lead Workforce Planning Specialist, you will provide leadership in terms of workforce analysis activities to the staff within the team and across other teams within the Division and the Bureau of Primary Health Care. Specifically:

- Analyze and evaluate quantitative and qualitative data to assess the effectiveness of the team's efforts as they relate to meeting established goals and objectives;
- Prepare and deliver presentations and report to Senior Leaders regarding employee development policies and practices recommending changes;
- Develop methods to improve employee development policies, processes, and practices;
- Plan or conduct assessments and evaluations of overall employee development and training;
- Evaluate effectiveness of development programs and instructor performance.

RESPONSIBILITIES

Skill in analyzing management practices, methods, and operations.

1. Evaluate the efficiency and effectiveness of work processes or policies in meeting organizational goals.
2. Identify best management practices for application throughout the organization to promote organizational improvement.
3. Develop recommendations for addressing inefficiencies found in program operation analyses.

Skill in designing and conducting evaluative management studies.

1. Use techniques such as surveys or interviews to collect and analyze data.
2. Determine the most appropriate data gathering techniques to use in conducting studies or analyses to enhance research validity.
3. Conduct time-sensitive evaluative studies of administrative management systems, work simplification processes, resource utilization, or decision-making techniques to ensure programs meet the organizations mission.
4. Train others in the use of analytical techniques.

Ability to perform team project management duties and functions

1. Plan, organize, and direct multi-disciplinary project teams and activities.
2. Develop and implement work plans that include various elements of program management (i.e., goal setting, timelines, milestones, etc.).
3. Monitor and report on the status and progress of work in meeting established goals and objectives.

Ability to lead.

1. Resolve conflicts, differences or problems among team members.
2. Provide technical guidance to functional staff.
3. Establish goals, milestones, and expectations for a group.
4. Determine the priority of work to meet deadlines.
5. Plan work assignments for team members.
6. Review completed work for technical adequacy and timeliness.

PREFERED EXPERIENCE AND COMPETENCIES

- Ability to conduct studies to evaluate workforce skills needed for organizations
- Ability to advise other analysts on administrative team projects and project-related activities;

- Skill in initiating group efforts in determining the efficiency, effectiveness, and adequacy of program activities on program goals and objectives;
- Ability to review and develop recommendations or comments on workforce surveys and studies
- Expert skills in written and oral communication to prepare reports, administrative document, policies, and procedures, and to solicit and present information and gain the cooperation of others.