The purpose of the position profile is to complement and clarify the vacancy announcement; it does not supersede the vacancy announcement. 09/16

Position Title: Operations Research Specialist
Grade/Rank and Series: GS-12/13 or Commissioned Corps equivalent
Bargaining Unit Status: Non-Bargaining
Duty Station: Rockville Only

Bureau of Primary Health Care Office | Job Series | Duty Station
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Organizational Development Division (ODD), Office of Strategic Business Operations (OSBO) | Operations Research Specialist (1515) | Rockville Duty Station Only

OVERVIEW
As an Operations Research Specialist you will be a critical member of a team actively engaged in strategic planning and/or workforce analysis activities within the Division and the Bureau of Primary Health Care. Specifically:

- Collect, analyze, and interpret quantitative and qualitative data to
  - Assess programmatic activities across the bureau;
  - Measure the effectiveness of the Division’s efforts to meet established goals and objectives; and
  - Recommend programmatic or procedural changes to support improved performance on either of the above.
- Prepare presentations and report to Senior Leadership
- Lead or support projects and analytical studies;
- Utilize automated systems to conduct modeling and simulations for forecasting efforts
- Take lead in Project Management and product development

RESPONSIBILITIES
Knowledge of advanced mathematical, statistical, econometric, and other quantitative methods and techniques.
- Analyze large data sets using advanced mathematical, statistical, econometric, or other quantitative methods and techniques.
- Develop and enhance analytic capabilities using a diverse set of models, tools, and risk and decision science techniques.

Skill in quantitative and qualitative analysis
- Analyze data from text files, computerized statistical files, and/or manual or automated program reporting systems.
- Identify relationships among data elements to develop or support recommendations.
- Develop theories about the practical impact of scientific data based on study findings.

Ability to conceptualize and design operational studies based on organizational need
- Access organizational activities and develop testing guidelines to address specific areas of need.
- Research historical data to draw inferences about current organizational operations.
- Develop research methodology to test proposed modifications to current operations

PREFERED EXPERIENCE AND COMPETENCIES
- Knowledge of advanced mathematical, statistical, econometric, and other quantitative methods and techniques
- Skill in scientific data collection methodology and techniques
- Skill in quantitative and qualitative analysis
- Skill in the use of modeling and simulation tools and systems for strategic analysis
- Ability to conceptualize and design operational studies based on organizational need
- Ability to review and develop recommendations or comments on outcome and findings in 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.

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