



## GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS

### Vacancy Announcement

**POSITION TITLE:** Program Analyst

**SALARY RANGE:** \$55,195 – \$71,161, based on relevant work experience

**POSTED:** August 11, 2016

**Closing Date:** September 10, 2016

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### INTRODUCTION

The position is located at the Office of Police Complaints (OPC). OPC is a District of Columbia agency that investigates citizen complaints of police misconduct. The OPC Program Analyst is responsible for the administrative coordination of several OPC programs, including the agency's mediation and complaint examination programs. The OPC Program Analyst will also maintain the agency's databases of requested records and disciplinary actions.

Under general supervision, administratively coordinates, plans, implements, and maintains effective evaluations and quality control of assigned programs. When necessary, measures and analyzes the effectiveness, efficiency and productivity of assigned programs, and recommends program improvements.

### Responsibilities:

1. Plans, develops, and implements systems for analyzing and evaluating the objectives, policies, operations, and progress of assigned programs. Utilizes information gained from program assessments to identify current or potential problem areas and program trends.
2. Develops and recommends alternatives and corrective actions.
3. Assists in the development of short-to-medium range strategic plans for assigned programs.
4. Incumbent may determine program objectives and define program policies and procedures.
5. Researches, develops, and composes necessary background information to prepare various program-related reports.
6. Prepares programmatic reports, justifications, charts, graphs, and statistical and narrative data.
7. Ensures all prepared reports comply with all applicable District and federal regulations.
8. Creates and maintains databases for mediation, complaint examination, and FOIA programs.
9. Assists in the development and administration of survey instruments, forms, and questionnaires.

### Qualifications:

1. MS Office; comprehensive knowledge of database and survey administration; comprehensive knowledge of theories and methodologies applicable to policy planning and analysis.

2. Ideal candidate will have experience working with an array of research techniques, quantitative methods, and statistical analysis.
3. Ideal candidate will have excellent verbal and written communication skills and demonstrates the ability to work well with others.
4. Applicants should have experience working directly with moderately complex procedures and tasks that are of varied difficulty.
5. Applicants should be able to utilize independent judgment to select and apply the most appropriate available resources; supervision is provided on an as needed basis.

**Education**

Bachelor's Degree from accredited college or university required, preferably in related area of study such as public policy, political science, sociology, etc.

**Work Experience**

2 -3 years of specialized experience which directly relates to the line of work of the position and has equipped the incumbent with the particular knowledge, skills, and abilities to successfully perform the duties of the position. An equivalent combination of experience and education will be considered.

**To Apply Go To:** <http://careers.dc.gov/> and search using Requisition number JO-1608-6208

The District of Columbia is an equal opportunity employer

For more information about OPC, please visit the agency's website:

[www.policecomplaints.dc.gov](http://www.policecomplaints.dc.gov)