

PROGRAM ANALYST

DEFINITION: Under general direction, performs analytical work of considerable difficulty relating to evaluation of program operations to determine performance levels in terms of achieving program goals and objectives and utilization of resources of the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Assists with the development of program evaluation functions of the Office of Management and Budget by conducting organizational and procedural analysis; evaluates recommended organizational changes and reports on the merit of the recommendation; develops and provides technical assistance in establishing and/or implementing recommendations; conducts research and analysis of program operations to determine effectiveness and efficiency using applicable performance measurements and performance-based budgeting principles.

Determines compliance with appropriations processes and recommends alternatives for improving operational standards; assists with the study of the continuous effort to improve operations, decrease turnaround time, streamline work processes and to devise compatible operational systems to improve administrative workflow; prepares required reports and correspondence; attends meetings and conferences.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of public or governmental organizational processes involving methods and practices of public finance, budgeting, accounting, personnel administration and principles of effective management.

Knowledge of legislative and economic issues affecting the Navajo Nation.

Knowledge of the principles, methods, and techniques of research and analysis.

Skill in operating and developing computer databases and spreadsheet files.

Skill in analyzing management, financial, human resources and other operational systems, procedures and controls.

Skill in establishing and maintaining effective working relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Business Administration or Public Administration, or related field; and one (1) year experience in public administration, research or program analysis; or an equivalent combination of education, training, and experience which provides the capability to perform the described duties.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.