



<https://www.ladlasprince.com/job/program-analyst/>

## Program Analyst

### Description

#### Background:

Requires (P)rogram Analyst to support Paperwork Reduction Act (PRA). Collection

#### Minimum/General Experience:

To be ideal candidate must have direct experience developing ICRs for Federal

#### **Knowledge and Technical Skills Required**

- Extensive working knowledge of the Paperwork Reduction Act of 1995, as amended (PRA).
- Ability to provide expert analysis in determining burdens and impacts related to agency information collections.
- Skill in identifying issues related to policy development, workforce administration, and other initiatives.
- Ability to successfully work and interact as part of a team.
- Ability to plan and organize work assignments sufficient to meet tight deadlines and accomplish special projects.
- Expert knowledge of Microsoft Office Suite software and experience using collaborative tools such as Skype and SharePoint.
- Excellent oral and written communication skills.
- Creativity and ability to present viable alternatives are desirable skills for this position.

#### Minimum Education:

Bachelor's degree is required.

#### Functional Responsibility:

- Participate in the development of new regulations and related activities, such as conducting research, attending meetings, conducting analysis, and drafting regulatory items.
- Create agency information collections in accordance with the Paperwork Reduction Act of 1995, as amended (PRA); ensure that agency collections comply with the PRA and its implementing regulations.
- Adhere to all the main parts of information collection requests, which include explaining the legal authority that requires the collection, describing how the information will be collected and used, providing burden estimates, and demonstrating that the information collection will comply with the PRA.
- Estimate the public burden impact that agency information collections will impose on the public; conduct burden analysis of information collections; conduct other related economic analyses.
- Conduct research in various areas, including but not limited to the Bureau of Labor Statistics (BLS), usaspending.gov, U.S. Census Bureau, Federal Register; reginfo.gov, regulations.gov, and other sources from which information can be retrieved for the purposes of shaping information collections, conducting burden analyses, responding to public comments, and addressing stakeholder questions.
- Monitor public comments, summarize them, prepare responses, and determine how they may impact an information collection.
- Draft documents such as supporting statements, Federal Register notices, and other material related to information collections.

### Employment Type

Full Time

### Job Location

Washington DC

### Working Hours

First shift

### Date posted

September 4, 2018

- Create or revise information collection instruments, such as forms, applications, and related instructions.
- Collaborate with a wide variety of staff, stakeholders, and others to facilitate work assignments; attend meetings and briefings and collaborate with representatives from other program areas.

Other requirements:

- National Criminal History Check (NCHC)