Standard Form 50
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296–33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
LIN, CALVIN C	[redacted]	[redacted]	09/02/2016

FIRST ACTION		SECOND ACTION	
5–A. Code	5–B. Nature of Action [redacted]	6–A. Code	6–B. Nature of Action
5–C. Code	5–D. Legal Authority	6–C. Code	6–D. Legal Authority
5–E. Code	5–F. Legal Authority	6–E. Code	6–F. Legal Authority

7. FROM: Position Title and Number
MANAGEMENT & PROG ANALYST

DC000000 0059588

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis
GS	0343	13	03	96832	PA

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay
78770	18062	96832	0

14. Name and Location of Position's Organization
OFFICE OF INSPECTOR GENERAL
OFFICE OF PROGRAM EVALUATION

WASHINGTON,DC

15. TO: Position Title and Number

16. Pay Plan	17. Occ. Code	18. Grade or Level	19.Step or Rate	20. Total Salary/Award	21. Pay Basis

20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay

22. Name and Location of Position's Organization

EMPLOYEE DATA

23. Veterans Preference: 1 (1 – None; 2 – 5–Point; 3 – 10–Point/Disability; 4 – 10–Point/Compensable; 5 – 10–Point/Other; 6 – 10–Point/Compensable/30%)

24. Tenure: 1 (0 – None; 1 – Permanent; 2 – Conditional; 3 – Indefinite)

25. Agency Use:

26. Veterans Preference for RIF: YES [ ] NO [X]

27. FEGLI: C0 BASIC ONLY

28. Annuitant Indicator: 9 NOT APPLICABLE

29. Pay Rate Determinant: 0

30. Retirement Plan: K FERS & FICA

31. Service Comp. Date (Leave): 05/29/2007

32. Work Schedule: F FULL-TIME

33. Part–Time Hours Per Biweekly Pay Period:

POSITION DATA

34. Position Occupied: 1 (1 – Competitive Service; 2 – Excepted Service; 3 – SES General; 4 – SES Career Reserved)

35. FLSA Category: E (E – Exempt; N – Nonexempt)

36. Appropriation Code:

37. Bargaining Unit Status: 8888

38. Duty Station Code: 08-0600-031

39. Duty Station (City – County – State or Overseas Location): DENVER,DENVER,COLORADO

40. Agency Data	41.	42.	43.	44.
FUNC CLS 00	VET STAT X	EDUC LVL 17	SUPV STAT 8	POSITION SENSITIVITY NONSENSITIVE/LOW RI

45. Remarks

46. Employing Department or Agency
EP - ENVIRONMENTAL PROTECTIO

47. Agency Code	48. Personnel Office ID	49. Approval Date
EP00	1752	12/13/2016

50. Signature/Authentication and Title of Approving Official
161798757 / ELECTRONICALLY SIGNED BY:
LIZABETH J. ENGEBRETSON
HUMAN RESOURCES OFFICER

Released via FOIA EPA-2020-003663

MANAGEMENT OR PROGRAM ANALYST
GS-343-13

INTRODUCTION

Serves as a lead or senior Management or Program Analyst in the Office of the Inspector General (OIG). Plans and conducts audits/evaluations or portions of complex nationwide audits/evaluations in support of (1) strategic and annual goals of the Offices of Audit, Program Evaluation, Mission Systems and Congressional and Public Liaison and (2) investigations led by the Office of Investigations.

May serve as staff analyst, evaluator, or advisor to management in the area(s) which the Assistant Inspector General (AIG) or the Inspector General (IG) and their reporting entities carry out their assigned programs and functions. The analyst usually works as part of a team evaluating or conducting performance audits of Agency programs. The analyst is also expected to participate in workgroups to improve the organizational operations and achievements of the OIG and may interface and/or participate in workgroups with other Federal, State, and local audit organizations to further coordination, customer service, and results.

Major Duties:

Plans and conducts audits/evaluations or portions of complex audits/evaluations of EPA programs, systems, and operations, including audits/evaluations of EPA management and program support systems, financial statements, assistance agreement recipients, contractors, and automated information systems. Designs the methodology, scope, and approach of the audit/evaluation and/or assists in the design for complex audits/evaluations. Develops guidance to conduct audits/evaluations or portions of complex audits/evaluations to improve evaluation efficiency. Develops appropriate and innovative audit/evaluation methods, instructions, and criteria. Provides technical guidance and consultation to others. Provides audit or evaluation assistance and advice to other audit or evaluation teams. Develops methods and approaches to be applied in evaluating/auditing a new or a proposed program, and performs work to assist the Office of Investigations.

Reports to management on process improvements by analyzing and summarizing data gained through evaluating/auditing processes/functions/activities. Reports will be submitted in a format to be developed for specific projects and/or activities. Information from the reports will be utilized to measure productivity, identify inefficiencies, and considered in the process improvement activity.

Meets with top management officials, program personnel and OIG management to present findings, explain the significance of conclusions, justify recommendations and answer questions on audit/evaluation planning and methodologies. Leads and/or supports conferences with representatives of organizations evaluated/audited to establish cooperative relationships. Works to establish customer/client agreement on

evaluation/audit design. Prepares reports for assignments or segments of reports for complex assignments. As a lead or senior analyst, plans and conducts visits to field sites, reviews status of work products, and evaluates the quality of work performed. Consults with the Team Leader and/or Product Line Director for advice and guidance on situations involving sensitive matters. Assumes a role for assisting with continuous positive change within the OIG and the EPA by demonstrating personal leadership and helping to achieve organizational goals. Participates in workgroups to improve the management and work processes of the organization on an as needed basis. On occasion, may serve as a Team Leader with primary responsibility for planning, conducting and reporting on assigned audits/program evaluations.

Areas of Expertise:

Performance audits and evaluations: Performs as a lead or senior analyst to audit/evaluate various programs or portions of complex programs carried out by the OIG, EPA, state agencies, grantees, and/or contractors. These audits/evaluations are directed toward identifying areas where significant improvements in economy, efficiency, and effectiveness can be made in agency statutes, regulations, guidance, policies, procedures, or practices. Such work includes assignments undertaken to respond to complaints received via the OIG hotline, inquiries from the public, and special requests of the Congress or senior OIG management.

Factor 1, Knowledge Required

Technical

It is desirable that the incumbent have technical skill in environmental science, program evaluation, or management analysis to perform complex evaluations/audits of environmental program areas such as water, air, hazardous waste, pesticides, safe food, pollution prevention, global climate change, or research and development.

The incumbent must possess:

1. Advanced knowledge of the practice of evaluation and/or the principles, theories, and practices of management analysis and the ability to apply that knowledge to a wide variety of assignments.

2. Knowledge of and experience in applying qualitative and quantitative analytical techniques as appropriate for each evaluation, audit, and or analysis. Incumbents must be able to develop and apply unique or extensive analysis techniques and methods; and apply advanced technology as necessary.

3. Advanced knowledge of, and skill in applying, the laws, regulations, and policies governing Federal auditing in general, including the Government Auditing Standards.

4. Advanced skill in planning and conducting routine audit/evaluation assignments or portions of more complex assignments requiring an integrated analysis of a number of different operational programs. Skill in using word processing, spreadsheet and database software. Ability to communicate effectively, both orally and in writing.

5. Knowledge of the OIG's and Agency's complex mission and functions.

In addition, incumbent should possess the following skills:

Leadership:

- Seeks and/or negotiates win/win perspectives with others.
- Understands and communicates the goals of the strategic and annual plans and integrates the plans into work assignments.
- Seeks feedback on personal work assignments and provides feedback to improve team performance.
- Continuously seeks, acquires and develops new skills and obtains knowledge.
- Coaches, motivates and consults with others.
- Promotes good working relationships with individuals and groups, internally and externally.
- Accepts personal responsibility for the completion of assignments and team performance.

Management:

- Knowledge of process management and measurement principles.
- Knowledge of administrative systems which support an office.
- Skill in preparing and administering an assignment budget.
- Skill in project planning and management.
- Skill in coaching people consistent with mission requirements and customer focus.
- Skill in negotiating project requirements.
- Skill in participating on workgroups establishing strategies, goals, objectives, and/or priorities.

Team Skills:

- Encourages and facilitates cooperation, pride, trust, and group identity.

- Adapts behavior and work methods in response to new information and changing conditions.
- Manages and resolves conflicts and disagreements.
- Inspires, motivates, and guides others towards goal accomplishments.
- Builds consensus.
- Gains cooperation from others to obtain information and accomplish goals.
- Develops networks and builds alliances.
- Collaborates with others or works on teams to accomplish work related activities using team problem solving methodologies and tools.
- Recommends improvements or solutions to problems to improve work process.

Factor 2, Supervisory Controls:

The Team Leader or Product Line Director outlines overall program/project goals, objectives, time lines and other special conditions and assigns staff. The analyst assists the Team Leader or Product Line Director in the planning and performance of the assignment or major portion of a complex assignment interdependently with other team members develops audit/evaluation methodologies and guidance to solve problems, interprets laws and policies, and coordinates the work with the audit/evaluation staff and others. Resolves most problems; however those having significant policy implementations are discussed with the Team Leader and/or Product Line Director. Completed work is reviewed to ensure that objectives have been accomplished, findings are supported, and recommendations are reasonable and appropriate.

Factor 3, Guidelines

Guidelines consist of laws, regulations, OMB Circulars, Government Auditing Standards, Government Accountability Office guidance documents, OIG guidance, material delineating the requirement and operations of the Agency's functional programs, audits evaluations, and investigations from other agencies that may impact assigned work, precedent setting cases, the records of Congressional investigations, and articles in professional publications. Guidelines are general in nature or may describe work methods in a narrow context. Extensive interpretation may be necessary and the incumbent uses judgment and discretion in determining intent and in providing results for use by other in or outside the Agency.

In addition, analysts are expected to apply private and public sector best practices in assessing program performance. The analyst implements the audit/evaluation program and identifies opportunities to improve audit/evaluation program efficiency. The goals to be achieved are usually clear, but resourcefulness is used as appropriate to develop innovative audit/evaluation methods, instructions, and criteria. For example, balancing the need for an independent approach to unique

local problems with acquiring and reporting information that will portray developing trends in functional programs throughout the agency.

Factor 4, Complexity

The work requires intensive efforts in problem solving and analysis directed toward improving customer program efficiency and effectiveness. The audit/evaluation instructions, manuals, and techniques developed must be tailored to fit a great variety of difficult situations. The analyst plans, conducts, and manages audits/evaluations of large scale, interrelated programs, organizations, functions, and/or activities varying in scope and complexity. Advises teams and higher level management officials. Addresses problems that have been referred to by others. Decisions regarding the best approaches require an analysis of a number of techniques, knowledge of private and public sector best practices and require assessing the probability of significant findings for impact and cost benefit (cost of conformance/cost of non conformance). The work requires establishing criteria for a systematic review of a variety of operational and support programs.

Factor 5, Scope and Effect

The purpose of the work is to conduct audits/evaluations/analyses and/or major portions of audits/evaluations/analyses of major EPA or OIG programs and/or operations to improve their efficiency, effectiveness, and compliance. Under the general direction of the Product Line Director and Project Manager, the analyst independently performs audits/evaluations/analyses or assists in conducting more complex and controversial audits/evaluations/analyses. The employee uses advanced audit/evaluation/analysis procedures, methodologies, or techniques specifically established for review of the subject assignment. The audits/evaluations/analyses are conducted to evaluate and recommend methods to improve the economy, efficiency and effectiveness of the program to achieve desired results and attain goals, in addition to measuring the degree of compliance with regulations and adherence to accepted accounting principles and management practices. The analyst provides information and recommendations in a written report or other instruments. The work has an impact on the environment and public health and/or financial practices through the improvement of Agency or OIG systems and programs. The incumbent provides expert technical advice and guidance to others including auditors, evaluators, managers, and stakeholders; develops guidance for conduct of the audit/evaluation program or OIG analyses, improves audit/evaluation or OIG program efficiency; and develops appropriate and innovative audit/evaluation/analysis methods, instructions, and criteria.

Factor 6, Personal Contacts

Analyst frequently work with mid and senior-level program representatives, state and local governmental personnel, and other Federal departments and agencies. Other personal contacts may include auditors, evaluators, functional program officials, and management in headquarters and regional offices and professional organizations.

Factor 7, Purpose of Contacts

The purpose of contacts is to obtain information; provide advice and guidance on audit/evaluation or OIG program operations; give advice on optimum approaches, fact finding, and report writing requirements; coordinate work efforts; and resolve problems in audit/evaluation program operations. In certain situations, persons audited or evaluated could hold strong opposing points of view. Therefore the analyst may have to influence and persuade others to adopt certain approaches.

Factor 8, Physical Demands

The work is primarily sedentary. Normal lifting and carrying of files and equipment (such as laptop computers) is expected. The work requires travel.

Factor 9, Work Environment

The work is performed in an office environment although there may be occasional trips to visit sites with environmental hazards.