

POSITION ANNOUNCEMENT

JOB DETAILS:

Position: Management Analyst
Office of Inspector General

Level: Entry Level

Job Location: USA- DC- Washington

Job Shift: Day

Salary Range: \$43,684-\$56,790

IG level: IG7

Position Type: Full-Time/Non-Exempt

Education Level: 4 year degree

DESCRIPTION:

Established by Congress in 1974, the Legal Services Corporation (LSC) operates as an independent 501(c) (3) nonprofit and is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 800 offices throughout the nation. LSC's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

The LSC Office of Inspector General (OIG) operates under the Inspector General Act. The OIG has two principal missions: to assist management in identifying ways to promote efficiency and effectiveness in the activities and operations of LSC and its grantees; and to prevent and detect fraud and abuse within the grantee community. The OIG's primary tool for achieving these missions is fact-finding through financial, performance and other types of audits, evaluations and reviews, as well as investigations into allegations of wrongdoing.

The Management Analyst serves as a member of the Management and Evaluation team. The Management Analyst is responsible for performing a wide range of management, administrative and analytical work in the Management and Evaluation unit in the Office of Inspector General. The Management Analyst is under the general supervision of the Assistant Inspector General for Management and Evaluation (AIGME) and the direct supervision of the Director of Management Operations (DMO).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. *Management Support:* Performs work and provides assistance in several management areas including policy and planning, procurement and contract management, human resources management, risk management, financial management, and research and analysis to support OIG projects and operations. Provides administrative help in various areas including filing, scanning and drafting emails to staff. Prepares correspondence and presentations. Edits and reviews drafts as requested. Assists with the creation of management or administrative procedures and delivery to staff. Helps coordinate and support the operational needs of other OIG units.
2. *Procurement support:* Supports the management of the full acquisition lifecycle including all relevant pre-solicitation, solicitation, award and post-award activities. Provides market research, contacts vendors for information, the development of solicitation and evaluation materials, and acts as a point of contact to staff for the creation and filing of procurement files. Applies contract management principles and policies as appropriate.
3. *Analytical support:* Works to perform research, support data collection, and analysis of LSC grantees. Using various methods including, without limitation, online research, literature reviews, data compilation, data visualizations and design of survey instruments, collects and analyzes data from external sources that document conditions in the Federal grants management arena. Uses Microsoft Office suite, data analysis software and information Management systems, such as SharePoint to perform tasks.
4. *Information Management Support:* Maintains information on the SharePoint intranet site and OIG website current and organized as requested.
5. *Professional Cooperation and Communication:* Serves as a team member of the Management and Evaluation Unit, supports ongoing projects and works cooperatively with supervisors, OIG staff, LSC management and other parties as requested. Exhibits excellent customer service and professional demeanor on the telephone and in person with vendors, contractors, and OIG stakeholders.
6. Performs other related duties as assigned by the AIGME, and/or the DMO.

COMPETENCIES REQUIRED:

General:

Must demonstrate initiative and be an effective problem-solver; strong and effective organizational and time management skills; excellent oral and written communication skills with demonstrated ability to craft solid written products and ability to interact with all levels of professional staff, consultants and vendors; unimpeachable integrity and personal ethics; exercises good judgment; demonstrates accuracy and thoroughness and monitors work to

ensure quality; ability to systematically organize and catalogue large volume of data and information; adaptable and able to adjust to shifting and changing priorities; strong attention to detail; must have demonstrated ability to appropriately handle and process confidential and sensitive information; maintains a high level of productivity; works well independently and with others as a team member; understanding of, and commitment to, OIG organizational mission and goals.

Technical/Specialized:

A minimum of a Bachelors' degree in a Business, Management or Economics related field and a minimum of two (2) years of direct work experience in the management field; or any combination of education and experience totaling a minimum of six (6) years. Able to conduct thorough research and analyze information. Experience with management principles and practices, a variety of analytical tools and software programs, and information management systems such as Sharepoint is preferred.

SALARY AND BENEFITS:

\$43,684-\$56,790 (including Locality Pay)

Excellent Benefits Package

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a corporation depends on creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone. LSC is an equal opportunity employer.

July 8, 2016