



## **Position Announcement #123016 – Program Analyst**

### **Who We Are:**

The Corporation for Public Broadcasting (CPB) is a private, nonprofit corporation created to ensure universal access to non-commercial high-quality content and telecommunications services. We invest in programs and services that are educational, innovative, locally relevant, and reflect America's common values and cultural diversity. Through grants, we encourage the development of content that addresses the needs of unserved and underserved audiences.

### **Position Opportunity:**

The Program Analyst is responsible for conducting and reporting results of data analysis, audits, evaluations, or investigations for the Office of the Inspector General (OIG).

**Education:** Bachelor's degree in data science, data analytics, accounting, business or related field or equivalent combination of education, training, and work experience.

### **Required Qualifications:**

- Minimum of 4 years of experience as data analyst, program analyst, auditor or evaluator.
- Excellent organization and time management skills, attention to detail and proficiency in business writing.
- Excellent interpersonal communications and analytical skills with a demonstrated ability to present complex technical ideas in non-technical terms.
- Experience utilizing MS Office and database software.
- Ability to work both independently and in teams.
- Some travel required.

### **Desired Qualifications:**

- Applicable professional certifications.
- Advanced degree.
- Experience with audit software programs, data analytics, and data visualization programs.

### **Position Responsibilities:**

- Assists in conducting special projects and assignments to achieve audit, investigations and evaluation objectives.
- Gathers and analyzes data and obtains an understanding of the sources of data and collects sufficient and appropriate evidence to support procedures performed and related conclusions. Corroborates evidence as necessary to verify reliability of data sets. Identifies the operational and analytical techniques that will produce reliable facts.
- Prepares working papers that identify sources of data, analysis performed, criteria applied, and conclusions.
- Maintains moderate to advanced knowledge of Microsoft Excel using formulas, macros, data extraction, and data transformation and other data analytics tools (e.g., application of data

analysis principles, and tools including: data analysis, data asset inventory, data elements, data visualization, and data standardization processes).

- Assist in OIG strategic planning for audits and evaluation annual planning.
- Effectively communicates conclusions and results orally and in writing.
- Independently manages time to complete assigned tasks by established due dates, in accordance with project plan, and professional standards.
- Works effectively in a team environment and builds constructive working relationships with team members, grantees and stakeholders.
- Ensures indicators of potential fraud, waste, and abuse are appropriately coordinated with Team Leader, DIG, and IG Counsel/AIGI and performs other duties as assigned.

**Reports To:** Deputy Inspector General

**Compensation:**

The salary for this position will be no less than \$55,000 within a salary hiring range up to \$70,000. Exact salary based upon experience, education related to the role, CPB compensation structure and internal equity. Annual salary increases and bonus award based on performance against annual objectives and position responsibilities.

**Benefits:**

CPB provides generous benefit programs including retirement, health, dental, life and disability insurance, commuting, flexible spending accounts, vacation, sick, personal, and maternity/parental leave.

**Location:**

CPB is conveniently located amidst multiple metro stops at 401 Ninth St. NW, Washington, DC. We are a largely local workforce and value employee flexibility, when possible. Currently, most positions are offsite or hybrid, depending on role, as approved by the position's Department Head.

**For more information about CPB, our programs, and our mission, please visit our website at [www.cpb.org](http://www.cpb.org).**

**All applicants must submit a cover letter and resume to –**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=6030e977-b90c-49b6-8399-27c07d098b48&ccId=19000101\\_000001&jobId=469484&lang=en\\_US&source=CC2](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=6030e977-b90c-49b6-8399-27c07d098b48&ccId=19000101_000001&jobId=469484&lang=en_US&source=CC2)

***The Corporation for Public Broadcasting has a commitment to the principle of diversity, as it creates a healthier work environment. In that spirit, we welcome applications from all qualified individuals without regard to race, color, religion, gender, sex, age, national origin, veteran status, disability, sexual orientation, gender identity or expression, marital status, or any other characteristic protected by law.***