

PLANT PROTECTION & QUARANTINE
STANDARD JOB 2005
PROGRAM ANALYST GS-0343-11

A. INTRODUCTION

Port Program Analysts are assigned to work units and/or groups of smaller work units within Plant Protection and Quarantine. The analyst develops and maintains program evaluation systems, evaluates pathway and risk data, and provides guidance and assistance to PPQ managers in order to develop effective strategy for managing pest risk at Agricultural Quarantine Inspection (AQI) ports of entry around the United States. These strategies will help build local port operations into the overall plant pest safeguarding continuum - a continuum which includes offshore activity before passengers or commodities reach the United States; port of entry deterrence, exclusion, and certification activity; and systems within our borders which detect, eradicate, and/or control pests. The analyst develops deterrence and exclusion strategies at air, land, and sea ports of entry; determines means to improve the effectiveness of ongoing operations; and works with managers to improve the operational efficiency of staff assigned to a port.

B. DUTIES AND RESPONSIBILITIES

1. Researches, collects information, and develops framework for risk analysis within the port(s) environment. Reviews data and provides recommendations for changes in operations based on systematic evaluation and monitoring of work place activities. Recommends adjustment to inspections, targeting program needs, staffing, and workload.
2. Performs necessary analysis of data gathered from many sources, including PPQ work accomplishment and evaluation systems, federal inspection agencies, and vital stakeholders (airlines, shipping industry, etc.) to assist managers with meeting program goals and objectives. This includes using qualitative and quantitative techniques to analyze work activity for compliance, and to analyze data for trends associated with pest and economic risk.
3. Provides guidance to agency managers and port risk committees in the assessment of work place activities and in the development of effective deterrence and interdiction strategies. Establishes linkages with trade compliance personnel to exchange information and to develop coordinated strategies. Gathers information from and works closely with agency scientific specialists to gather necessary information for program evaluations.
4. Uses AQI monitoring and evaluation concepts, compliance concepts, and knowledge of inspection methods to develop, recommend, and aid implementation of new procedures and/or modify existing methods and regulations as needed for the success of program operations.

5. Collects, analyzes, evaluates, and reports data from external sources such as US Customs, US Fish and Wildlife Services, Agricultural Marketing Service, Economic Research Service, and Foreign Agricultural Service, regarding potential pest and disease pathways and risks. Ensures effective data gathering, evaluation, and reporting systems are developed and maintained.

6. Participates in port and state meetings and shares findings of analyses. Takes appropriate follow-up action to secure answers to questions and resolves information problems addressed at meetings. As required, organizes and develops agendas for monthly conference calls. Conducts regular telephone conversations with representatives from PPQ field, State, and Regional offices to gather information, communicate progress, recommend redirection, or resolve problems critical to the success of program operations.

7. Monitors, maintains, and makes necessary links to automated sources of information to include web sites, bulletin boards, trade journals, and other publications.

C. EVALUATION FACTORS

Factor 1. Knowledge Required by the Position

Knowledge of management and program concepts, principles, and methods encompassing various assigned functional areas sufficient to collect, analyze, evaluate, and report on program data within assigned program areas, incorporate changing concepts or regulations into procedures, and assess impact of procedural changes to program areas. Familiarity with the legal authority derived from the Plant Protection Act, and enforcement strategies for PPQ regulations.

Knowledge of a wide range of qualitative and quantitative methods to analyze, evaluate, report, or present principle findings that identify problems, clearly state recommendations and/or implementation strategies, or negotiate findings.

Skill in oral and written communications to advise, consult, and report.

General knowledge of agricultural quarantine principles, regulations, methods, and policies; knowledge of plant pest programs and animal byproducts regulations.

Knowledge of the foreign and domestic agricultural industry's practices, procedures, and carrier modes. Knowledge of program's mission, functions, concepts, methods, and procedures relating to agricultural products.

Factor 2. Supervisory Controls

Supervision is provided by the Port Director with oversight from the State and Regional Plant Health Director's offices (including state and regional program analysts). The incumbent plans and executes his/her assignments, selecting appropriate techniques and methodology and determining the approach to be taken. The employee has the flexibility to prioritize and use independent judgment for assigned program areas. Supervisor is kept informed of progress of projects and of any significant impacts, potentially controversial matters, and any implications of a port or statewide scope. Completed work is reviewed in terms of meeting objectives and compliance with Agency and PPQ policies and regulations.

Factor 3. Guidelines

Guidelines are generally accepted principles, theories, and methodologies of management and program analysis, measurement techniques, program evaluation, and research as well as Federal, APHIS, and PPQ laws, regulations, directives, manuals, joint memoranda of understanding, scientific and technical literature, cooperative agreements, policies, and procedures.

The incumbent may need to adapt policies and procedures to resolve operational problems and issues within the framework of existing guidelines. The incumbent interprets and applies guidelines to a variety of situations and problems, adapting and extending guidelines where there are gaps in coverage or information is unclear, therefore setting new precedents.

The incumbent uses judgment to decide approaches, resolve specific problems, and provide technical advice and information to customers, and consults with senior specialist or supervisory personnel in precedent-setting situations. The incumbent may need to devise new guidelines, methods, and policies using current authority in areas outside the control and framework of traditional ports of entry.

Factor 4. Complexity

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems relating to resource allocation and program operations targeting for AQI. This requires an understanding of the interrelationships between various segments of the safeguarding continuum, including inspection, certification, and compliance activities; import/export trade considerations; and risk analysis.

The duties also require an ability to apply that knowledge to a number of complex interdiction and enforcement procedures, as well as outreach projects for trade compliance in order to advise and make recommendations for internal and external activities. The incumbent makes recommendations or takes action by analyzing information gained from a case-by-case review and applying it to a wide systematic approach. As technical advisor, the incumbent has considerable responsibility in one-on-one contact with APHIS employees and external customers. The employee works with other port, state, and regional analysts, and makes recommendations which

may affect state, regional, and/or national policy and practice. The incumbent develops both long and short range planning and implementation strategies.

Factor 5. Scope and Effect

The work involves operational planning and guidance that will ensure the port's ability to deter, intercept, and prevent introduction of exotic pests and diseases; and to detect and prevent the smuggling of agricultural products. Local solutions will be considered for application along entire pathways or geographical areas. Implementation strategies are coordinated with other locations to ensure consistency with programs. Problems and compliance actions are handled uniformly.

Factor 6. Personal Contacts

Personal contacts are with agency line and staff officials, representatives of the scientific community, management and program analyst experts (within and outside government), other government agencies, universities, and private industry.

Factor 7. Purpose of Contacts

Contacts within the agency keep the incumbent aware of ongoing or emerging program issues and changes in strategy or techniques used in PPQ. The incumbent reports on analysis findings and offers recommendations which may affect program operations. External contact stimulates the exchange of information and philosophies about development and use of techniques and methods. By these contacts, the incumbent keeps abreast of emerging management issues, methods, and controls which can be utilized when working with agency managers.

Work usually involves active participation in meetings and conferences, requiring presentation of significant issues or problems. The purpose is to justify, settle, or defend matters on vital issues. Advice given to managers is used to make informed decisions that best meet the needs of the agency and stakeholders.

Factor 8. Physical Demands

This position requires performance of duties in a typical office setting. There is some walking, standing, carrying light objects, and driving of an automobile.

Factor 9. Work Environment

The work is usually performed in an office setting that is typically climate controlled and adequately lighted. Frequent trips to field locations may require occasional work outdoors at inspection facilities. Periodic travel is required.