



Performance Management Specialist
Office of Program, Planning and Integration (PPI)
Silver Spring, MD

I.M. Systems Group Inc., (www.imsig.com), a contractor to the National Oceanic and Atmospheric Administration (NOAA), Office of Program, Planning and Integration (PPI), seeks a **Performance Management Specialist** to carry out performance management and improvement initiatives that are of the highest priority to NOAA. The analyst will work closely with PPI staff and Evaluation Committee members.

As background, the NOAA performance framework incorporates three key elements: planning, including both strategic and operational planning; evidence, evaluation, analysis and review; and reporting. NOAA implements its performance framework through its core business process Strategy, Execution and Evaluation (SEE) and uses a wide array of activities to assess and report its performance, including both performance measurement, i.e., ongoing monitoring and reporting of program accomplishments; and program evaluations, i.e., individual systematic studies conducted periodically, or in response to events, to assess how well a program is performing.

Core Responsibilities:

Assist in the development and implementation of NOAA performance and program assessments in support of the DOC Strategic Plan and NOAA review of progress toward NOAA strategic priorities. This includes analysis of and recommendations to improve action plan strategies, performance measures, initiatives, performance, and milestones.

Assist in the development, implementation and on-going support a NOAA-wide Execution Review (ER) process to monitor NOAA's performance against baseline plans. The NOAA ER will provide NOAA Senior Leadership comprehensive, integrated, and objective information that describes "performance-to-plan" across NOAA's portfolio; foster communication across the organization in order to identify significant performance trends, systemic issues, and risks; and actively engaged Senior Leadership in management, oversight, and improvement of NOAA performance.

Evaluate the feasibility of, and recommend appropriate methods for, periodic or ad hoc assessments to establish the cost, impact and value of NOAA programs. The methods developed should 1) identify opportunities for increased efficiency and/or effectiveness, 2) recommend actions to increase the efficiency and/or effectiveness, and 3) gather evidence of sufficient scope and quality to inform managerial decisions for resource allocation.

Job Duties:

- Contributes to the development, execution, and sustainment of a variety of NOAA performance management and improvement initiatives related to the Government Performance and Results Modernization Act (GPRA) of 2010, and other pertinent laws, regulations and DOC policies.
- Assists in research, analysis, planning, assessment, development, and accountability activities necessary to build and implement NOAA's performance management and program evaluation framework.
- Performs a wide variety of administrative and analytical duties to improve the quality of data and information used to measure and assess NOAA's performance.
- Assists in the preparation of performance reports and information that are presented to top level management, Congressional committees, Office of Management and Budget, General Accounting Office and other pertinent organizations and agencies.
- Participates in the design and execution of the strategic planning process and establishing NOAA's performance measures and goals, identifying and documenting performance measurement criteria and indicators, and in preparing for or conducting data-driven reviews to assess progress and actively manage to desired outcomes.
- Develops metrics and coaches others on the development of metrics, to capture data that measures the effectiveness of NOAA programs.
- Identifies problem areas and works with partners to develop and execute appropriate actions required to improve NOAA or program performance.
- Collaborates with a variety of offices on the analysis, assessment, planning, and reporting of shared efforts, such as

budget justification, risk management, program evaluation, and other performance-related activities. Provides performance data and analysis information to supervisor, senior analysts, and partners inside NOAA to set priorities, influence future plans, and support decisions regarding resource allocations.

Qualifications:

Required

- Organizational Performance Analysis - Knowledge of methods, techniques, and tools used to analyze program, organizational, and mission performance; including methods that deliver key performance information (for example, comparative, trend, diagnostic, root cause, predictive, return on investment) used to inform decisions, actions, communications, and accountability systems.
- Performance Measurement - Knowledge of the principles and methods for evaluating program or organizational performance using financial and nonfinancial measures, including identification of evaluation factors (for example, workload, personnel requirements), metrics, and outcomes.
- Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
- Problem Solving - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Written Communication - Writes in a clear, concise, organized, and convincing manner for the intended audience.
- Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- Customer Service - Works with clients and customers (individuals who use or receive PPI services or products, including the general public, NOAA staff members, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; and is committed to providing quality products and services.
- Accountability - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives and sets priorities. Accepts responsibility for mistakes.

Desired

- Experience in managing and analyzing performance for a scientific-based organization.
- Knowledge of NOAA's mission and functions, and how its' social, political, and technological systems work; this includes the programs, policies, procedures, rules, and regulations of the organization.

Education Requirements

- A combination of advanced academic work, technical training and practical experience in performance management and analysis.

To Apply:

Qualified candidates may apply by e-mailing a resume, the contact information for three (3) references and a cover letter explaining how their qualifications meet the needs of the job requirement (MS Word format strongly preferred) to the following email address: jobs@img.com with the subject heading: **NOA1435 Performance Management Specialist.**

Inclusion of copies of undergraduate and graduate college transcripts and a writing sample (preferably a technical paper or report) is encouraged. Please include your salary expectations in your cover letter. The vacancy announcement is open until filled.

IMSG offers an outstanding benefits package including company paid medical benefits and three weeks paid time off. Please indicate your timeline of availability and preferred salary level for consideration

IMSG is an Equal Opportunity Employer and Veteran Friendly.