

**Pretrial Services Agency  
Office of Research, Analysis and Development  
Program Analyst  
GS-0343-14**

**INTRODUCTION**

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency (the Agency). PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D. C. Superior Court and U. S. District Court for the District of Columbia. Established by the Bail Agency Act of 1966, PSA receives its mandate from the Bail Reform Act of 1966, as amended. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime. This mission is accomplished through a variety of integrated programs of investigation, reporting, assessments, recommendations and other services to the court in management of defendants pending trial; assistance to defendants in complying with their pretrial obligations; provision of or referral of defendants for certain intervention services; assurance of defendants' appearance in court; and of the safety of the community.

The Office of Research Analysis and Development (RAD) promotes informed action within PSA by leading the Agency's strategic planning, research, program and policy development efforts and fostering advancement of best practices in risk assessment, supervision and treatment. RAD's work includes developing evidence based practices for pretrial services programs; improving the delivery and presentation of management instructions and agency policy; guiding PSA's strategic planning; facilitating objective quality assurance and quality control within the Agency; analyzing performance measure and operational data to help management make more informed and objective decisions; fostering collaborative research relationships; developing, implementing and monitoring action plans; and recognizing and using the strengths of Agency staff to help PSA achieve its overall mission and vision. The incumbent of this position is Senior Program Analyst of RAD's Strategic Planning, Analysis and Evaluation team.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as senior analyst responsible for planning, research and evaluation for PSA programs. Develops and applies planning and evaluation methods and procedures in accordance with relevant mandates and policies. Performs research and special studies to provide information for mission critical decisions and provides expert advice to management in planning and evaluation.

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2. Designs and implements methods and procedures for strategic and business planning and evaluation for PSA, applying requirements of the Government Performance and Results Act (GPRA) and other federal policies to PSA programs. Develops evaluation criteria and indicators, outcomes and other performance measures, linking performance to funding. Prepares and issues PSA policies and procedures for planning and evaluation. Maintains awareness of and analyzes new and revised federal policies and incorporates into PSA procedures.
3. Is responsible for conducting planning and evaluation for PSA, including strategic long-range plans, annual plans, performance goals, measurements and indicators and means of validation. Establishes milestones and schedules for planning initiatives, ensuring compliance with federal or other requirements. Assists staff in submission of input; gathers and analyzes narrative and statistical data, and prepares planning and evaluation reports and documents. Assesses program progress against stated goals and objectives and accomplishments against performance measures. Coordinates products and reports with staff. Identifies substantive or procedural issues with plan development or evaluation and recommends solutions. Develops procedures for and gathers and analyzes statistical and other data on PSA programs. Provides regular and special reports for internal and external use.
4. Identifies the need for multidisciplinary research studies to provide information for program decisions. Develops methodology for and conducts or leads teams performing studies. Studies address areas such as trends in pretrial services, pretrial programs in other jurisdictions, or state-of-the-art information on substance abuse treatment. Prepares reports of studies with conclusions and recommendations for potential application to PSA.
5. Independently or as a leader of teams, performs internal studies of PSA programs in areas such as program efficiency and effectiveness; optimum management and organization; and proper allocation of resources. Integrates findings into planning and evaluation processes where appropriate. Analyzes program proposals for issues such as risk, cost benefit, feasibility, or effect on current operations. Prepares and coordinates reports and recommendations.
6. Represents RAD and PSA in planning, evaluation and other efforts with CSOSA, the Office of Management and Budget (OMB), law enforcement agencies and other criminal justice agencies in both the public and private sectors. Articulates PSA policy, provides statistical and narrative information and responds to special requests.
7. Defines planning and evaluation requirements for outsourcing, defines contract requirements

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and participates in preaward actions. Serves as Contracting Officer's Technical Representative (COTR), administering assigned contracts and ensuring that contractors are meeting requirements and complying with applicable rules. Evaluates and assesses performance in areas such as delivery, cost, progress and levels of service.

**FACTOR I: KNOWLEDGE REQUIRED BY THE POSITION**

1. Expert knowledge of federal planning and evaluation mandates and policies including GPRA and implementing regulations.
2. Extensive experience in positions that provided a thorough background in federal planning and evaluation.
3. Expert knowledge of criminal justice systems and processes and knowledge of criminal justice programs related to substance abuse treatment programs.
4. Skill in the use of automated systems as applied planning, research and evaluation.
5. Expert knowledge of design and validation of performance measures and indicators.
6. Experience in research and application of qualitative and quantitative analysis techniques to operating programs.
7. Skill in the conceptualization and design of methodologies for research and statistical studies.
8. Representational skill and ability to establish and maintain effective working relationships with internal staff and with external organizations in the public and private sectors.
9. Ability to lead teams of staff or to facilitate planning and evaluation efforts.

**FACTOR II: SUPERVISORY CONTROLS**

The incumbent works under the general supervision of the Director, RAD, who provides direction in terms of broad policy and mission. The incumbent is expected to independently develop policies and procedures in research, planning and evaluation and to propose methods and policies to ensure compliance with applicable mandate and policy, effective planning and evaluation systems for PSA and responsive research and analysis programs. Findings are accepted as authoritative and work is reviewed only for effect on program goals and objectives.

**FACTOR III: GUIDELINES**

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Guidelines include PSA legislation, mission, goals and objectives, GPRA and related planning and evaluation regulations and policies, and generally accepted references for research and statistical analysis. Much of the work is without precedent and guidelines are often incomplete and not directly applicable. As an expert in planning and evaluation, the incumbent uses considerable judgment in determining the intent of and interpreting and adapting guidelines and in developing guidelines for use by others.

**FACTOR IV: COMPLEXITY**

The duties of this position require application of extensive planning and evaluation knowledge as well as knowledge of program and management functions, all of which are applied to pretrial services, a dynamic and rapidly changing area. Planning systems and performance measures are complicated by the difficulty in predicting the population served, client needs and numerous external factors, especially those resulting from court decisions. Conceptualizing responsive research and statistical studies in areas not previously addressed at PSA adds further complexity. Processes are complicated by the fact that while the incumbent has responsibility for final products, the work is dependent on the input of others and requires extensive coordination and process facilitation.

**FACTOR V: SCOPE AND EFFECT**

The purpose of this position is to perform research, planning and evaluation functions at the agency level. These functions allow PSA to comply with federal law, regulation and standards. The work provides the basis for program management and control, for evaluation of progress against stated objectives and decisions on programs to be undertaken, revised or discontinued. The work is key to allocation of funds, staffing, organizational structure and management operations and to service to defendants, clients and the court.

**FACTOR VI: PERSONAL CONTACTS**

Contacts are with all levels of officials and staff in PSA and other parts of the Agency, court officials, judges, officials of the Department of Justice (DOJ) and other agencies with missions related to that of PSA; officials of the DC Government; officials of OMB and other agencies involved in planning and evaluation efforts.

**FACTOR VII: PURPOSE OF CONTACTS**

Contacts within PSA and other parts of the Agency are to develop and implement planning policies and procedures, evaluate program progress, facilitate related processes and perform

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research and provide reports. Contacts with judges and court officials are to gather data necessary for planning and evaluation. Contacts with external agencies are to represent PSA in planning and evaluation efforts, to provide documents and reports to meet mandated requirements or to defend policy and mission and gain support for PSA goals and objectives.

**FACTOR VIII: PHYSICAL DEMANDS**

The work is primarily sedentary.

**FACTOR IX: WORK ENVIRONMENT**

Work is performed in an office with proper heat, light and ventilation.