

Position Title: Operations Research Specialist
Grade/Rank and Series: GS-12/13 or Commissioned Corps equivalent
Bargaining Unit Status: Non-Bargaining
Duty Station: Rockville Only

Bureau of Primary Health Care Office	Job Series	Duty Station
Organizational Development Division (ODD), Office of Strategic Business Operations (OSBO)	Operations Research Specialist (1515)	Rockville Duty Station Only

OVERVIEW

As an Operations Research Specialist you will be a critical member of a team actively engaged in strategic planning and/or workforce analysis activities within the Division and the Bureau of Primary Health Care. Specifically:

- Collect, analyze, and interpret quantitative and qualitative data to
 - Assess programmatic activities across the bureau;
 - Measure the effectiveness of the Division’s efforts to meet established goals and objectives; and
 - Recommend programmatic or procedural changes to support improved performance on either of the above.
- Prepare presentations and report to Senior Leadership
- Lead or support projects and analytical studies;
- Utilize automated systems to conduct modeling and simulations for forecasting efforts
- Take lead in Project Management and product development

RESPONSIBILITIES

Knowledge of advanced mathematical, statistical, econometric, and other quantitative methods and techniques.

- Analyze large data sets using advanced mathematical, statistical, econometric, or other quantitative methods and techniques.
- Develop and enhance analytic capabilities using a diverse set of models, tools, and risk and decision science techniques.

Skill in quantitative and qualitative analysis

- Analyze data from text files, computerized statistical files, and/or manual or automated program reporting systems.
- Identify relationships among data elements to develop or support recommendations.
- Develop theories about the practical impact of scientific data based on study findings.

Ability to conceptualize and design operational studies based on organizational need

- Access organizational activities and develop testing guidelines to address specific areas of need.
- Research historical data to draw inferences about current organizational operations.
- Develop research methodology to test proposed modifications to current operations

PREFERRED EXPERIENCE AND COMPETENCIES

- Knowledge of advanced mathematical, statistical, econometric, and other quantitative methods and techniques
- Skill in scientific data collection methodology and techniques
- Skill in quantitative and qualitative analysis
- Skill in the use of modeling and simulation tools and systems for strategic analysis
- Ability to conceptualize and design operational studies based on organizational need
- Ability to review and develop recommendations or comments on outcome and findings in studies
- Expert skills in written and oral communication to prepare reports, administrative document, policies, and procedures, and to solicit and present information and gain the cooperation of others.