

U.S. Department of Commerce
Bureau of Industry and Security
Office of Human Capital Operations

The U.S. Department of Commerce (DOC), Bureau of Industry and Security, Office of Human Capital Operations is seeking to fill a **Management and Program Analyst GS-343/12/13 position.**

Position Overview

- **Location:** Washington, DC
- **Telework:** Authorized per agency guidelines
- **Relocation:** Not authorized
- **Hiring Pathway:** This position is being filled via **Non-Competitive Special Hiring Authorities**. We invite applications from qualified candidates eligible under:
 - **Schedule A** (Individuals with Disabilities)
 - **30% or More Disabled Veterans**
 - **Military Spouse Non-Competitive Authority** (EO 13473/13832)
 - **Veterans Recruitment Appointment (VRA)**
 - **Reassignment or Transfer**

Resumes will be accepted from ALL qualified candidates who are eligible under the Schedule A, 30% or more disabled veterans, Veterans Recruitment Appointment (VRA), Military Spouses, reassignment, transfer non-competitive hiring authorities.

Duties and Responsibilities:

- Incumbent works with business unit leadership, training points of contact, and the other members of the central BIS Human Capital team to perform a range of human capital and learning and development responsibilities.
- Develop and recommend learning and development strategies with the intent to foster employee development, growth, and employee retention to guide implementation for training and development programs across all BIS Business Units. Coordinates with HCBP staff to understand training needs within each business unit and execute SF-182 (training authorization form) for new training courses.

- Advises BIS management, OHCO, and training points of contact on learning and development opportunities and strategies to maximize efficiency and productivity of BIS employees. Leads workforce development initiatives, including conducting or arranging training needs assessments and developing and distributing opportunities on various platforms.
- Serves as primary representative responsible for ensuring all timecards are completed by the various program offices every pay period. Primary bureau timekeeper responsible for reviewing accuracy of timecard input by other program office timekeepers using GovTA automated systems. Provides technical and regulatory assistance to managers and timekeepers on recording, correcting and overall processing of civilian time and attendance, provides written and regulatory guidance. Assures all GovTA deadlines are met. Establishes reminders and suspense controls on Certification of T&A. Personally manages, trains, and provides oversight of the program to new timekeepers, Super Users, and Certifiers. Provides advice on various types of premium pay. Address issues concerning overtime, compensatory time, overtime, administrative leave, donated leave, use or lose leave, premium pay, pay caps, LEAP pay, and night differential.

Additional Information:

No relocation pay, per diem or travel funds are authorized for this position.

How to Apply:

Please submit the following documents to OHCOonboarding@bis.doc.gov and gregg.curry@bis.doc.gov by Friday, August 14, 2026. In the subject line of your email please use: Management and Program Analyst and your full name

1. Comprehensive Resume not to exceed 2 pages
2. Cover Letter
3. Professional References
4. Proof of Non-Competitive Eligibility (NCE): (e.g., Schedule A Letter, DD-214 Member 4 Copy, VA Disability Letter, or Military Spouse PCS Orders, SF-50).

CRITICAL: PROTECT YOUR PRIVACY: Redact all Personally Identifiable Information (PII) from your documents before submission. Remove Full or truncated Social Security Numbers (SSNs), Date of Birth, and specific medical diagnoses. Applications containing PII will be handled in accordance with privacy protocols, which may delay your consideration.

Equal Employment Opportunity

The Department of Commerce is an Equal Opportunity Employer. Selections are based on merit without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, or other non-merit factors.