



WASHINGTON STATE  
 "Your employer of choice"

Office of Financial Management  
 Olympia, Washington

**NOW HIRING**  
 Position – Open Until Filled

## PERFORMANCE MANAGEMENT ANALYST

### EXEMPT RECRUITMENT

The Office of Financial Management is a non-represented agency. If you have applied for a position previously, and are interested in the Performance Management Analyst position, please reapply.

*Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.*

### SALARY AND BENEFITS

Range of consideration for this position is \$57,000 - \$72,000 plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life and disability insurance; retirement; flexible work schedules; training opportunities; and leave for military service.

This position is currently funded from Commission Investment Funds from the Corporation for National and Community Service which are authorized for one year. Future funding for this position is contingent upon Congressional appropriation.

### PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information you provide, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

**Interested applicants should submit the following:**

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education and current salary.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet:



**Please send completed application packets by mail, fax or email to:**

Office of Financial Management  
 Employee Services  
 PO Box 43113  
 Olympia, WA 98504-3113  
 Fax: 360-586-0051  
 Email: [ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)

## POSITION DESCRIPTION AND DUTIES

Serve Washington (referred to as ServeWA or the Commission) was established in February 1994 to serve as a catalyst for positive social change by working with AmeriCorps and community partners to meet critical needs in Washington. The Commission provides oversight for an estimated \$15 million in federal program dollars annually which leverages an equal amount in local, state and private sector resources. Serve Washington provides support to 20 Governor-appointed commissioners who serve for three-year terms of service.

In order to articulate the impact of national service in addressing critical community needs across the state of Washington, subgrantees' executive leadership and national service program management teams must have a thorough understanding of key performance measurement concepts and the role that a theory of change plays in strengthening program outcomes by establishing the relationship between the community need, the intervention, and the intended outcomes.

The Performance Management Analyst (PMA) advances the mission of the Commission by providing one-on-one support, technical assistance and training to strengthen the ability of subgrantees to conduct high quality performance measurement and evaluation to improve programs and build evidence of effectiveness.

Over the course of the program year, the PMA will:

- Provide one-on-one support during two two-day on-site technical assistance sessions with 17 subgrantees executive leadership and national service program management teams.
- Provide coaching and technical assistance to AmeriCorps program directors and program staff to ensure program performance measurement and evaluation efforts are administered in accordance with the approved grant application, budget, supporting documents, and other representations made in approved grant applications.
- Conduct a thorough review and assessment of the following program elements: (1) logic model; (2) performance measures; (3) data collection instruments; (4) evaluation plans; and (5) past evaluations to determine how the infusion of progressively rigorous evaluation and measurement into an AmeriCorps program's lifecycle identifies areas for improvement and builds a cumulative evidence base for program effectiveness.
- Following an in-depth review and the first on-site visit, the PMA will work with subgrantees to develop a tailored Program Improvement Plan (PIP) that will lead to strengthening evidence at their current level or by moving up a step on the evidence continuum.
- Support subgrantees' implementation efforts towards addressing items identified on the PIP. Typical activities will include:
  - 1) improving the logical alignment between performance measure outputs, outcomes and the program's theory of change;
  - 2) testing, developing and/or improving data collection instruments;
  - 3) testing, developing and/or improving data collection management systems;
  - 4) reviewing data quality elements including validity, completeness, consistency, accuracy, and verifiability; and

5) coaching and supporting the design and implementation of evaluation strategies.

- Support the development of the Commission Investment Fund Grant application, grantee progress reporting and other federal reporting requirements by developing tracking systems to enable Serve Washington to report on approved performance measures.
- Review performance measures and evaluation evidence submitted by prospective competitive and formula applicants to strengthen grant applications for submission to the Corporation for National and Community Service.
- Actively support a Lean culture of continuous improvement; solve problems using the scientific method of PDCA (Plan-Do-Check-Act) in processes for which they are an operator and/or as a member of a process improvement team, as assigned.

## QUALIFICATIONS AND CORE COMPETENCIES

### Required qualifications

Bachelor's degree or four years of related professional experience in the national service sector in a senior level position. Qualifying experience can substitute for education.

### Preferred/desired qualifications

Knowledge of the National and Community Service Act of 1990, as amended by the Serve America Act, (42 U.S.C. 12501 *et seq.*) and the implementing regulations at 45 CFR Chapter XXV is desired.

Candidates with education and/or professional experience in research and evaluation with an ability to assess a national service program's performance measurement and evaluation design, implementation, and effectiveness to help programs continuously improve their work and demonstrate what they are accomplishing in communities to serve people more efficiently and effectively are desired.

Successful candidates will have a (1) thorough knowledge of both the theory and practice to propose models, methods, or designs that support the goals and objectives of the program's evaluation efforts (e.g., describes approach for including comparison/control group if an impact evaluation is desired); (2) ability to clearly and concisely communicate evaluation concepts in non-technical language (in written, oral and/or visual form); (3) propose appropriate data collection and analysis strategies, given program characteristics and timeline; and (4) describe potential challenges to carrying out the proposed evaluation design and provides strategies to address those issues.

As an Employer of National Service, Serve Washington encourages AmeriCorps, Peace Corps or other national service alumni who meet the preferred/desired qualifications to apply.

### Core competencies

**Results Orientation & Initiative:** Focus on results and desired outcomes and how best to achieve them. Identify what needs to be done and proactively takes appropriate action.

**Accountability:** Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with limited need for oversight.

**Adaptability/Flexibility:** Adapt easily to changing business needs, conditions and work responsibilities. Adapt approach, goals, and methods to achieve successful solutions and results in dynamic situations.

**Customer Focus:** Build and maintain internal and external customer relationships.

**Ethics and Integrity:** Earn the trust, respect and confidence of co-workers and customers through consistent honesty, forthrightness and professionalism in all interactions.

**Relationship Building:** Build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect. Demonstrated success in working cooperatively and effectively with multiple, diverse stakeholders.

**Communications:** Exceptional interpersonal, written and oral communication skills that demonstrate the ability to engage groups of employees and stakeholders from differing backgrounds, professions and levels of position.

*The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.*