

CORE COMPETENCIES		PROGRAM ANALYST (grade 7-12)	TEAM LEADER (Grade 13)	PROGRAM SPECIALIST	TSS	ADMIN	MANAGER	
Communication	Writing & Editing	X	X	X	X	X	▲	
	Oral Presentation	X	X	X	X	X		
	Interpersonal	Team	X	X	X	X		X
		Internal	X	X	X	X		X
		External	X	X	X	X		X
	Negotiation	Internal	X	X	X	X		X
External		X	X	X	X	X		
Research	Workplanning and Issue Identification	X	X	X	X		▲	
	Study Design	Method Selection	X	X	X	X		
		Sampling	X	X	X	X		
	Data Collection	Questionnaire Design	X	X	X	X		
		Interviewing	X	X	X	X		
		Documentation and File	X	X	X	X		
Case Studies		X	X	X	X			
Analysis	Quantitative	X	X	X	X	X	▲	
	Qualitative	X	X	X	X	X		
	Synthesis	X	X	X	X	X		
Program Knowledge	HHS/Government Environment	X	X	X	X	X	▲	
	Medicare	X	X	X				
	Medicaid	X	X	X				
	Public Health	X	X	X				
	ACF	X	X	X				
	AOA	X	X	X				
Leadership and Support	Project Management		X	X		X		
	Managing for Impact						X	
	Staff Development						X	
	Representation						X	
	Promoting Positive Environment						X	
	Strategic Decision Making						X	
	Office Administration					X	X	

<b>OEI Procedures</b>	Manual and Workpapers	X	X	X	X	X	^
	Ethics	x	x	x	x	x	
<b>Computer Skills</b>	Word Processing	X	X	X	X	X	^
	Database and Spreadsheet	X	X	X	X	X	
	Graphics	X	X	X	X		
	Administrative Systems					X	
	Internet Research	X	X	X	X		