

CORE COMPETENCIES			PROGRA M ANALYST (grade 7-12)	TEAM LEADER (Grade 13)	PROGRAM SPECIALIST	TSS	ADMIN	MANAGER
Communication	Writing & Editing		X	X	X	X	X	A
	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		A
	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	A
	Qualitative		X	X	X	X	X	
	Synthesis		X	X	X	X	X	
Program Knowledge	HHS/Government Environment		X	X	X	X	X	A
	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

OEI Procedures	Manual and Workpapers	X	X	X	X	X	^
	Ethics	x	x	x	x	x	
Computer Skills	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		