

Office of the Secretary
Secretary's Indian Water Rights Office

Senior Policy Analyst
GS-0301-14

Introduction

This position is located in the Secretary's Indian Water Rights Office (SIWRO). The position reports to the Director, SIWRO is duty stationed in Washington, D.C. The incumbent plans, manages and implements major segments of the Indian water rights settlement program.

Major Duties

The incumbent is recognized as a technical authority regarding Federal fiscal and budgetary policy on Indian water rights settlements. Incumbent is responsible for coordination for both budget formulation and budget execution across the Department relating to Indian water rights settlements and with other Federal agencies as appropriate. Incumbent has responsibility for developing new methods and strategies to improve coordination of Indian water rights settlements with Indian tribes, states, and other stakeholders on Indian water settlements. Incumbent serves as a senior policy analyst responsible for planning, overseeing, coordinating, implementing and evaluating Interior programs relating to the negotiation and settlement of Indian water rights claims.

Responsibilities include assisting setting goals and objectives, formulating and implementing a strategic vision, conceiving policies and strategies to better manage program. Incumbent provides leadership and support in identifying, evaluating, and implementing the most effective processes, methods, and tools for securing settlements and is responsible for developing and implementing a comprehensive training program for Federal staff working on Indian water rights settlements.

Participate in meetings with tribal leaders, non-governmental organizations, and numerous other stakeholders on the policies of the Department relating to Indian water rights matters. The results of analyses are presented orally and in writing and are used by the SIWRO and the Office of the Secretary to make decisions or implement recommendations on the manner in which the Department deals with all aspects of Indian water rights settlements.

Provides policy guidance and advice to senior Departmental officials and staff on a wide range of complex and sensitive topics relating to Indian water rights settlements. Incumbent prepares issue papers, briefing papers, and information documents for the Secretary and senior Departmental officials and staff on a wide range of subjects involving or impacting Indian water rights settlements.

Provides liaison services among the Secretary's Office and Departmental agencies and bureaus, the Department of Justice, the Office of Management and Budget and other Federal agencies, and Indian tribes on matters concerning of Indian water rights settlements. Represents the Department at conferences and meetings relating to Indian water right settlements and interacts directly with tribal government leaders, other Federal departments, state leaders and other water users.

Factor 1. Knowledge Required by the Position FL 1-8, 1550 Points

Expert knowledge of executive and legislative processes relating to Indian water rights settlements, and experience in managing complex policy and budget matters involving multiple stakeholders.

Expert knowledge of the principles of federal budgets and legislative processes.

Thorough knowledge of the Department's organizational structure and authorities.

Ability to articulate views, findings, and policy recommendations in writing and oral presentations, and formal briefings at the high-ranking U.S. government official. Ability to establish, and maintain successful professional relationships with senior-level U.S. and foreign officials.

Expert knowledge and understanding of Federal-tribal relations, as influenced by the Constitution, treaties, statutes, executive orders, court decisions, and administrative actions.

Mastery of the principles of negotiation and how they work in relationship to complicated water rights issues.

Mastery of cross-cultural awareness and skill in working with people from diverse cultural backgrounds.

In-depth knowledge and skill in applying analytical and evaluative techniques to the objective of optimizing its efficiency and effectiveness.

Expert knowledge of planning, scheduling, and tracking techniques to structure and monitor the effective, efficient and execution of the Indian Water Right Strategic Operational Strategy.

Factor 2 Supervisory Controls FL 2-5 650 Points

As a recognized authority on operational and strategic efficiency incumbent receives only administrative and policy direction concerning overall program priorities and objectives. The incumbent independently plans and carries out analysis, research, and coordinates high level operational and strategic directions for the Secretary's Indian Waters Rights Office. Recommendations for new policy changes or changes in the operational strategic direction are evaluated for impact on broad program goals. The incumbent reports directly to the Director of the Secretary's Indian Water Rights Office.

Factor 3 Guidelines FL 3-5 650 Points

Guidelines are very broad and general in context requiring the incumbent to exercise considerable judgment in their interpretation and in developing approaches and methodology to apply to assigned projects. Guidelines also, include policies, priorities, and commitments of the Director, and the Secretary's Indian Water Right Office to include internal administrative standard operating procedures and protocol procedures. The incumbent uses initiative and resourcefulness in researching requirements, which are unique and requires the development of new procedures and/or policies.

Factor 4 Complexity FL 4-6. 450 Points

Assignments require the incumbent to analyze a wide variety of complex material dealing with policy guidance relating to Indian Water Rights policy impacting the Indian Water Rights Office and any other related organizational programs. These policy issues are of such breadth and intensity that the incumbent must consult with interagency or high level decision-makers in developing substantive recommendations. Assignments also, include reviewing, analyzing, coordinating and evaluating the needs and plans of a particular event or of a particular program activity. The incumbent is required, with a high degree of independence, to be able to apply qualitative and

quantitative analytical techniques to problems and issues in the operations of the office. These problems or issues may not always be susceptible to direct observation. They may be because the data sources are incomplete or not accessible. The incumbent must be able to adapt and develop original solutions to the problems and issues as a direct result of the analytical process.

Factor 5 Scope and Effect FL 5-6, 450 Points

The work involves conducting extensive scholarly research and analysis to provide substantive recommendations regarding Indian Water Rights Policy impact on the Indians. Issues addressed are of such breadth and intensity that the incumbent must consult with interagency high-level decision-makers in developing substantive recommendations. The work involves conceptualize and implement a variety of processes and procedures associated with mid-to-long-term planning, as well as daily administration and execution of the Indian Water Rights operations. The incumbent analyzes it and is responsible for recommending changes in the Indian Water Rights Office business practices to assure their effective implementation and accomplishment. Completed work contributes to the effective implementation of policies and programs and the mission of the office.

Factor 6/7 Personal/Purpose of Contacts FL 4d, 330 Points

The incumbent contacts are with senior staff member to include (GS-14, SES, ES, and other high ranking government officials) officials from the U.S. government, and Tribal government officials on a regular basis. The purpose of contacts is to justify, defend, negotiate, or coordinates activities and or policy matters. The incumbent's involvement with these individuals is normally unstructured, in that the contacts vary in specific purpose, are not routinely established, and the extent of the issue or problem needing coordination is unspecified.

Factor 8. Physical Demands FL8-1, 5 points

Extensive walking and bending may be required while executing protocol services. The work also requires the use of a motorized vehicle while negotiating services with contractors and vendors within the local community.

Factor 9. Work Environment FL 9-1, 5 points

The work includes everyday risks and discomforts typical of an office or academic environment. Some events require the incumbent to work evening and unusual hours. Travel may be required for this position.

TOTAL POINTS: 4090

RANGE (4055-UP) = GS-15