

Skillsbridge Curriculum Summary

Management and Program Analyst (GS-0343- 9/11)

U.S. Customs and Border Protection (CBP)



Homeland Security

8/24/2021

Curriculum Description

A Management and Program Analyst A Program Analyst applies experience and detailed knowledge of program principles, concepts, regulations, practices, analytical methods and techniques to perform routine, multiple, and varying assignments in assigned program areas. The incumbent acts as an individual contributor or team member under the general direction of a Program Lead and Supervisor. Contacts are typically primarily internal to the organization. External contacts typically involve routine matters such as gathering information, explaining regulations, or discussing the customer's situation. Contacts are typically primarily internal to the organization. External contacts typically involve routine matters such as gathering information, explaining regulations, or discussing the customer's situation. Established policies and procedures provide guidance for most assignments, but allow some discretion to select the most appropriate approach. Work and use of resources is reviewed frequently during assignments and at completion. Work supports the accomplishments of the organizational unit with occasional broader impact.

[Curriculum Length: up to 24 weeks]

1. Points of Contact

Name:	Jeffrey R. Jack
Phone Number:	202-281-8268
Email Address:	Jeffrey.R.Jack@cbp.dhs.gov

2. Courses and other activities

Activity: On-the-Job Training	Length: 180 days
Location: CBP facilities	
Prerequisites: None	
Description: The OJT will increase the participants understanding of CBP operations and provide relevant opportunities to support agency objectives. Participants will be provided opportunities to develop knowledge of program principles, concepts, regulations, practices, analytical methods and techniques to perform routine, multiple, and varying assignments in assigned program areas. Established policies and procedures provide guidance for most assignments, but allow some discretion to select the most appropriate approach. Work and use of resources is reviewed frequently during assignments and at completion. Work supports the accomplishments of the organizational unit with occasional broader impact.	

UNCLASSIFIED

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Tasks:

- Develop knowledge of program principles, concepts, regulations, practices, analytical methods and techniques.
- Perform routine, multiple, and varying assignments in assigned program areas.