

## NOAA Leadership Competencies Development Program

### LCDP DEVELOPMENTAL ASSIGNMENT FORM

*(Data provided will be loaded on the LCDP website to be used by the program participants.)*

#### *Details of Developmental Assignment*

1. **Title of Assignment:** Program Analyst - Strategic Planning
2. **Level of Responsibility:** ZA-4 (GS13/14)
3. **Host Office** NOAA Program Planning & Integration, Strategic Planning Office
4. **Timeframe** Any time beginning on or after April 2010. Duration could range from 3-6 months depending on participant's interests
5. **Assignment Description:** The objective of this assignment is to provide support to PPI for the implementation of the Next Generation Strategic Plan. NOAA's strategic plan will be approved in the summer of 2010 and support is required as NOAA's Line and Staff Offices implement changes. Additionally the Department of Commerce is revising its strategic plan and assistance is required in integrating the two plans. Changes to the strategic plan include a revised goal and program structure and roles and responsibilities for performance evaluation. The assignment involves reviewing and commenting on a broad number of strategic documents, attending meetings and briefing changes and participating in goal and program analysis. The assignment also involves supporting the Regional Collaboration effort and the analysis and validation of program mission requirements and drivers.

Program Planning and Integration (PPI) brings all of NOAA's talent, resources, and capabilities together to meet the needs of national and regional stakeholders in a unified manner. PPI coordinates NOAA's many lines of service with the nation's many needs for environmental information and stewardship. It ensures that agency investments and actions are guided by a strategic plan, are based on sound social and economic analysis, adhere to executive and legislative science, technology and environmental policy, and integrate the full breadth of NOAA's resources, knowledge and talent to meet its mission goals. PPI provides four distinct services to NOAA: strategic planning, policy integration, program integration and performance evaluation.

6. **Potential Benefit to LCDP Participant:** Assignment in PPI provides an opportunity to develop all SES competencies: leading change through creativity and innovation, external awareness, flexibility, resilience, and strategic thinking and vision; leading

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people through conflict management, leveraging diversity, developing others and team building; results driven by accountability, customer service, decisiveness, entrepreneurship, problem solving and technical credibility; business acumen through financial management, human capital management and technology management; building coalitions by partnering, political savvy and influencing and negotiating.

7. **Any other considerations, special requirements or comments:** The assignment calls for a person who can work collaboratively with a variety of NOAA personnel (HQ and regional) across all Line and Staff Offices and with NOAA senior management. Knowledge of NOAA and its strategic and decision-making processes is suggested but not mandatory. The ability to work collaboratively on teams is a must as well as the ability to conduct independent research and written analyses and briefings. The assignment requires proficiency in MS Word, Excel and PowerPoint; demonstrated analytical skills; demonstrated oral and written communication skills. Experience with performance measurement is a plus.
8. **Assignment Supervisor** (name, position): Susan Kennedy, Deputy Director of Strategic Planning
9. **Assignment Contact Person** (name and email address):

Susan Kennedy  
[susan.a.kennedy@noaa.gov](mailto:susan.a.kennedy@noaa.gov)

*Please send completed form to [LCDP.ProgramManager@noaa.gov](mailto:LCDP.ProgramManager@noaa.gov).*

*Thank you!*