

# Federal Bureau of Investigation

<http://www.fbi.gov>

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**POSITION TITLE:** Mission Support Analyst

**POSITION LOCATION:** Various - Location determined by needs of the FBI

**POSITION DESCRIPTION:**

- Analyzes information and documentation from various sources associated with the operational and administrative functions of the Field Office
- Establishes and maintains relationships with various entities
- Researches, gathers, and interprets information to identify inefficiencies, make recommendations, create solutions, etc.
- Participates in creating the annual Field Office Strategic Plan
- Presents information at meets and conferences
- Provides guidance and support to management regarding operational and administrative functions
- Develops new methods, techniques, and program modifications to increase efficiency
- Plans, schedules, and conducts multi-faceted projects and studies to improve office functions

**REQUIRED QUALIFICATIONS:**

Applicants must have one year of experience with the following:

- Performed research and analysis of the operational and administrative functions of an office
- Compared existing and proposed systems and/or procedures
- Organized and documented findings including suggestions for improvements
- Reviewed results of study segments for compliance with objectives, policies, and plans
- Prepared and delivered briefings and presentations regarding issues, problems, and/or progress of studies
- Developed and maintained effective working relationships with a variety of individuals
- Researched, analyzed, and evaluated the operational and administrative functions of an office to determine nature of requirements, logical work and information flows
- Analyzed and evaluated the impact of objectives, operations, and resources on the feasibility of implementing new operational and administrative functions
- Formulated recommendations for operational and administrative strategies, forecasts, and new procedures/techniques
- Planned and conducted in-depth projects/studies to improve operational and administrative functions

**HOW TO APPLY:**

Interested applicants should apply online at <http://www.usajobs.gov/GetJob/ViewDetails/385520200>.