



SMART EXPECTATIONS

Investigative Management Analyst

Efficiency and Effectiveness

Expectation: During the evaluation period provide timely analyst support on OIG investigations. The time elapsed between the assignment of requested analyst information until the completion of an Analyst Report detailing work performed is an indicator of the efficiency and effectiveness of analyst support.

Performance rating of “3”: From the date of assignment until the submission date of a completed Analyst Report is on average 10 days or less.

Performance rating of “4”: From the date of assignment until the submission date of a completed Analyst Report is on average 7 days or less.

Performance rating of “5”: From the date of assignment until the submission date of a completed Analyst Report is on average 5 days or less.

Performance rating of “2”: From the date of assignment until the submission date of a completed Analyst Report is on average greater than 10 days.

Performance rating of “1”: From the date of assignment until the submission date of a completed Analyst Report is on average greater than 20 days.

Analyst Work and Report Preparation and Submission

During the evaluation period, prepares and submits investigative analyst reports that are prepared in compliance with instructions. Demonstrates understanding of the objective of analyst assignments, to accurately define the problem, and plan for the necessary resources based on the investigation plan and related intelligence requirements reflecting the needs of the OIG investigator. Specific steps should be planned to complete the assignment, including potential sources of information and a projected timeline, shall be included.

Analytical work shall be thorough and use all available sources and contain relevant data available through sources and means available to the analyst. Data obtained shall be organized and formatted so the analyst can retrieve; sort; identify patterns, anomalies, and gaps in; and store the data.



The analytic report reflecting work performed shall be an accurate representation of the data. Reports shall be written clearly and facts documented thoroughly and include all relevant facts to document how the analyst arrived at conclusions.

Note: All standards must be met under a performance rating in order to earn that rating.

Performance Rating of “3”

- Ensures pertinent elements of the allegation(s) are documented in analyst reports.
- Submits analyst reports that relate to the investigative allegations and contain all relevant, required and factual information.
- Submits analyst reports that are legible, concise and grammatically correct.
- Reports occasionally are submitted that require minor changes or corrections.
- Analyst reports are submitted within established timelines and in compliance with supervisory directives.

Performance Rating of “4”

- Ensures pertinent elements of the allegation(s) are documented in analyst reports.
- Submits analyst reports that relate to the investigative allegations and contain all relevant, required and factual information.
- Submits analyst reports that are legible, concise and grammatically correct.
- Frequently prepares reports that are legible, concise and grammatically correct and provide a clear purpose and logical flow.
- Reports rarely are submitted that require minor changes or corrections.
- Reports are submitted within established timelines and in compliance with supervisory directives.

Performance Rating of “5”

- Ensures pertinent elements of the allegation(s) are documented.
- Submits investigative reports that relate to the investigative allegations and contain all relevant, required and factual information.
- Submits analyst reports that are legible, concise and grammatically correct.
- Frequently prepares reports that are legible, concise and grammatically correct and provide a clear purpose and logical flow.
- Reports are consistently submitted that require essentially no changes or corrections.
- Reports are submitted within established timelines and in compliance with supervisory directives.



Performance Rating of “2”

- Any one of the conditions for achieving a “3” has not been met.
- Reports are submitted that contain facts that are not relevant to the allegations.
- Reports are submitted that contain repetition and redundancy, provide irrelevant information, and personal opinions.
- Reports are frequently submitted that require substantive changes or corrections.

Performance Rating of “1”

- Any two of the conditions for achieving a “3” have not been met.
- Reports are submitted that contain facts that are not relevant to the allegations.
- Reports are submitted that contain repetition and redundancy, provide irrelevant information, and personal opinions.
- Reports are consistently submitted that require substantive changes or corrections.

Teamwork

Expectation Throughout the evaluation period, effectively works and communicates with all members of OIG in order to foster a healthy work environment.

Note: All standards must be met under a performance rating in order to earn that rating.

Performance Rating of “3”

- Professionally communicates with supervisor to proactively address issues.
- Communicates with coworkers in a calm, professional manner.
- Regularly offers assistance to co-workers upon completion of personal assignments on a daily basis.
- Willingly accepts assignments of temporary job duties.

Performance Rating of “4”

- Professionally communicates with supervisor to proactively address issues.
- Communicates with coworkers in a calm, professional manner.
- Regularly offers assistance to co-workers upon completion of personal assignments on a daily basis.



- Willingly accepts assignments of temporary job duties.
- Proactively seeks additional assignments from supervisor.

Performance Rating of “5”

- Professionally communicates with supervisor to proactively address issues.
- Communicates with coworkers in a calm, professional manner.
- Regularly offers assistance to co-workers upon completion of personal assignments on a daily basis.
- Willingly accepts assignments of temporary job duties.
- Proactively seeks additional assignments from supervisor.
- Demonstrates initiative by identifying office needs and independently completing work.

Performance Rating of “2”

- Any one of the conditions for achieving a “3” has not been met.

Performance Rating of “1”

- Any two of the conditions for achieving a “3” has not been met.