

☐ Classified   ☒ Unclassified

☒ New   ☐ Revised

## **DEFINITION**

Under the general supervision of the Agency head or designee, this position is responsible for supervising the staff of the Performance Management unit which is responsible for overseeing the strategic planning and performance management programs of all government agencies and departments within the Government of the Virgin Islands (GVI). Incumbent provides assistance with the creation of key performance indicators to drive the territory's performance-based budgeting.

This position requires a confidential relationship to a policymaker.

## **DUTIES (NOT ALL INCLUSIVE)**

Supervises the staff of the Performance Management unit.

Analyzes key performance indicators to produce strategic plans, goals, and evaluations.

Coordinates the training and implementation of performance-based budgeting for departments and agencies within the GVI.

Conducts site visits to agencies to develop relationships, conduct meetings, training and on-going support.

Drives performance and mission accomplishments for agency-specific best practices.

Tracks progress against targets and delivers timely status reports.

Utilizes the findings from the SEFA and Single Audit to create programs and strategies that address and decrease the number of findings annually.

Submits monthly reports on assigned programs for review and analysis, including drafting correspondence for the Director's or Governor's signature, and reports of meetings attended, site visits made, and research conducted.

Prepares written and visual presentations for the Director and accompanies the Director to legislative hearings or meetings where testimony and/or participation is necessary.

Represents the Director at meetings and conferences.

Develops, maintains, and updates database of performance metrics and trends for use in the budgeting process.

Applies testing of outcomes, quality improvement, and methodologies for post-performance analysis.

Performs other related duties as required.

## **FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of creating and analyzing key performance indicators (KPIs) and developing strategic plans, goals, and evaluations for various departments.

Knowledge of conducting evaluations of agency performance, making recommendations for performance improvement, and developing performance metrics.

Knowledge of policy and regulatory requirements.

Skill in data analysis.

Skill in the operation of computer systems, applications, and databases.

Skill in time management.

Skill in organizational development.

Ability to produce detailed reports on data analysis

Ability to conduct and coordinate training sessions for the development and evaluation of KPIs.

Ability to maintain confidentiality in interactions with policymakers and other stakeholders, while ensuring compliance with both organizational and legal standards.

Ability to communicate effectively both orally and in writing.

Ability to conduct meetings.

Ability to collaborate and provide ongoing support and develop relationships with agency heads and other department representatives.

Ability to manage multiple projects simultaneously, including the development and implementation of performance management strategies.

Ability to set clear goals and track progress.

## **FACTOR 2- SUPERVISORY CONTROLS**

Work is supervised and assigned by the Agency Head or designee and requires exercising initiative, sound judgment, and providing support and coordination for various projects and activities. Monthly performance meetings are conducted with the Agency Head and other department representatives to gather information and report findings. Work is reviewed through these meetings, as well as the data gathered, and reports submitted.

## **FACTOR 3- GUIDELINES**

Guidelines include federal and local laws, rules and regulations, grant award conditions, contracts, agreements, OMB circulars, policies and memos from regulatory departments including the Office

of Management and Budget, Department of Finance, and Property and Procurement, and general standards and directives.

#### **FACTOR 4- COMPLEXITY**

Work involves directing and supervising the staff of the Performance Management, which oversees strategic planning and performance management programs for all government agencies and departments within the GVI. It actively assists with the creation of key performance indicators (KPIs) that drive performance-based budgeting.

#### **FACTOR 5- SCOPE AND EFFECT**

The purpose of the work is to manage multiple aspects of performance management, including strategic planning, KPI analysis, training coordination, and maintaining confidentiality in sensitive matters.

#### **FACTOR 6- PERSONAL CONTACTS**

Contacts are agency heads, co-workers, fiscal officers, other employees and key stakeholders within the local, federal government or the community.

#### **FACTOR 7- PURPOSE OF CONTACTS**

Contacts are made to obtain and distribute pertinent information.

#### **FACTOR 8- PHYSICAL DEMANDS**

Work is primarily sedentary with minimal physical demand including lifting light objects.

#### **FACTOR 9- WORK ENVIRONMENT**

Work is performed in an office setting, where no special safety regulations or precautions are necessary.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Public or Business Administration, Accounting, Finance, or related field and five (5) years of professional experience in performance management, business administration, budget management, economics, governmental accounting or a related field, including two (2) years in a supervisory capacity. e

#### **NECESSARY SPECIAL QUALIFICATIONS**

Possession of a valid Virgin Islands Driver's License

Date: 8/4/2025

Approved by: \_\_\_\_\_



Director, Division of Personnel