

TROY JESSOP

**POSITION DESCRIPTION
MGMT ANAL (TRAINEE), GS-0343-05**

SETID	HUD01	JOB CODE	HH0274	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	0343	GRADE	05	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	MGMT ANAL (Trainee)								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION		MEDICAL CHECK REQ	No	BUS CODE	1120
FLSA	Nonexempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	
CYBER SEC CODE	00	DESCR	Not Applicable						
CLASSIFIER	Marlene D Thrash								
CLASS STANDARD	PRIMARY STANDARD								
DATE CLASSIFIED	03/03/2006								

MAJOR DUTIES

I. Introduction

This is a standard position description which may be used in any of the Housing organizations. The Office of the Assistant Secretary for Housing Federal Housing Commissioner is responsible for developing, implementing, and maintaining the mortgage insurance and multifamily and single family housing programs and related functions for production, financing, and management of such housing and the conservation and rehabilitation of housing stock or related regulatory functions.

II. Major Duties and Responsibilities

This is a Trainee position and will be under close supervision. The incumbent performs the following functions:

- Assists in developing management plans, procedures, and methodology;
- Assists in conducting studies of efficiency and recommending changes or improvements in organization, staffing, work methods, and or procedures;
- Assists in identifying resources (staff, funding, equipment, of facilities) required to support varied levels of program operations;
- Assists in reviewing administrative audits and investigative reports to determine appropriate changes or corrective action required;
- Assists in developing life cycle cost analyses of projects or performing cost benefits or economics evaluations of current or projected programs;
- Assists in researching and investigating new or improved business and management practices for application to agency operations;
- Assists in analyzing new or proposed legislation or regulations to determine impact on management;
- Assists in developing new or modified administrative program policies, regulations, goals, or objectives; and
- Assists in identifying data required for use in the management and direction of program.

1. Knowledge Required by the Position

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- Basic knowledge and skills in the use of microcomputers.
- Ability to apply basic analytical principles and techniques to assignments.
- Ability to assemble readily available facts and draw basic conclusions.

2. Supervisory Controls

The incumbent reports to and works under the general direction and supervision of higher graded co-workers and the supervisor who provide guidance on work in progress. The employee carries out recurring assignments independently without specific instructions.

3. Guidelines

The incumbent is guided by specific instructions covering all aspects of the assignment. All deviations from these instructions must be approved by the supervisor.

4. Complexity

The incumbent assists in gathering various data and information, using specific established analytical methods, principles and procedures.

5. Scope and Effect

The assignments involve providing limited information on data to a senior specialist supervisor which will be used as part of a large study.

6. Personal Contacts

Contacts within the Department are with co-workers in the work unit. In conjunction with certain support assignments, there is limited contact with designated persons outside the work unit.

7. Purpose of Contacts

Contacts are primarily for the purpose of obtaining data and information.

8. Purpose of Contacts

The work involves some walking, standing and carrying of documents. Some exposure to weather conditions is involved when traveling in the performance of duties.

9. Work Environment

Work is performed in a normal office environment.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-5 750
2-1 25

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3-1	25
4-2	75
5-1	25
6-1	10
7-2	50
8-1	5
9-1	5

Total 970 = GS-5 (855 - 1100)