

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED

4. TITLE Management Analyst (Records)	5. PAY PLAN (2) GS	6. SERIES (4) 343	7. GRADE (2) 11
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE Management Analyst (Records)						
11. PP (2) GS	12. SERIES (4) 343	13. FUNC.(2)	14. GRADE(2) 11	15. DATE (mm/dd/yyyy) 07/12/04	16. I/A <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name) Wm. Scott Fox

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th
2nd Assistant Secretary for Housing - FHC	6th
3rd DAS for Affordable Housing Preservation	7th
4th Washington DC Preservation Office	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME		24. SECOND LEVEL SUPERVISOR'S NAME Sean G. Cassidy	7/21/04
21a. SUPERVISOR'S TITLE		24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary for Housing	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-7	1250	6. Personal Contacts	6-2	25	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	7-2	50	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-4	225	9. Work Environment	9-1	5	
5. Scope and Effect	5-4	225	TOTAL POINTS		2510	
					GRADE	11

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE <i>Wm Scott Fox</i>	30. DATE (mm/dd/yyyy) 07/12/04
31. NAME n. Scott Fox	31a. TITLE Human Resources Specialist
REMARKS FLSA Exempt, FPL GS-11	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. NCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 11	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 343	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6) 9999	5. OFF. TITLE (38) Management Analyst (Records)			
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1		7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 8		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA X		9. INTERDIS. CD (1) N = No Y = Interdis. N	10. DATE CLASS (mm/dd/yyyy) 07/12/04
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA			12. INACT/ACT (1) 1 = Inactive A = Active A		13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	15. AGCY. USE (10)
16. INTERDIS. SER. (40)							
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)							
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt E		2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220 3 = SF278 4 = AD392 5 = SF849 ON		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C O = Excepted but not A, B, C			4. POS. SENS (3) 1NU 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 9999							
6. WK. TITLE CD. (4)		7. WK. TITLE (38)														
8. STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*)								9. VAC. REV. CD. (1) 0 = Position Action A = No Change B = Lower Grade C = Higher Grade D = Different title and/or Series E = New Position/New FTE								
1st 83	2nd 11	3rd 13	4th	5th	6th	7th	8th	14. BUS. CD. (4) 0015		15. DATE LAST AUDIT. (mm/dd/yyyy) 07/12/04		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 07/12/04		
10. TARGET GC. (2) 11		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) Blank = NA Y = Yes N		13. DUTY STATION (9) State (2) City (4) County (3) 11 0010 001			18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis GEG 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		19. DATE REQ. REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y = Perm N = Other Y	
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																
Normal Act			Maintenance Review Act			Results			5 = Series Change			9 = Other				
1 = Desk Audit			5 = Desk Audit			1 = No Action Req.			6 = Pos. Upgrade							
2 = Sup. Audit			6 = Sup. Audit			2 = Minor PD Change			7 = Pos. Downgrade							
3 = Paper Rev.			7 = Paper Rev.			3 = New PD Req.			8 = New Pos.							
4 = PME/Activity Rev.			8 = Panel Rev.			4 = Title Change										
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) 1 = Inact. 2 = Act. A		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4) 0001		28. INT. ASGN. SER. (4)		29. AGCY USE (8)				
30. CLASSIFIER'S SIGNATURE											31. DATE (mm/dd/yyyy) 07/12/04					
32. REMARKS																

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Management Analyst (Records), GS -0343-11

LOCATION: Washington DC Preservation Office, Office of Affordable Housing Preservation, A/S for Housing, Washington DC

INTRODUCTION:

The Office of Affordable Housing Preservation (OAHP) is located in the Office of Housing and is responsible for the preservation of affordable housing supported, insured or assisted by HUD and other Federal entities. Preservation efforts will include the development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages, supported by Section 8 assistance. It will also include the financial and physical restructuring of affordable housing and other like projects in which HUD has an interest, to improve their long term viability, and the recapitalization of other multifamily and single family housing including those in other Federal affordable housing programs as requested and required by Federal rules and legislation. Many of OAHP's efforts effect the preservation of housing through oversight, monitoring, and evaluation of processes and procedures carried out by third parties such as Participating Administrative Entities (PAEs) who are responsible for the initial evaluation, as assigned by OAHP, of affordable housing and like projects with the purpose of proposing plans to OAHP and other stakeholders for long term preservation. In addition, OAHP will undertake other preservation responsibilities as assigned through the Office of Housing, to include current preservation programs as appropriate as well as development of new programs to address identified needs in projects or portfolios in which HUD has an interest, in keeping with the Department's commitment to preservation. In conducting the business of preservation of affordable housing, OAHP is responsible for ensuring compliance with relevant laws and statutes.

The incumbent serves as a Management Analyst in the Washington DC Preservation Office, Office of Affordable Housing Preservation (OAHP). This position has the responsibility for planning, reviewing, analyzing, coordinating, interpreting, applying, and making recommendations on matters relating to Participating Administrative Entities (PAEs) and other like entities in the performance of their duties in repositioning market rents, underwriting, and debt restructuring recommendations. In performing these duties, the incumbent considers decisions, policy determinations, agency regulations and guidelines, agency goals and objectives, delegations of authority specific to the PAE and consistent with OAHP guidance and congressional mandates.

Major Duties and Responsibilities

The incumbent provides Program support and assistance to facilitate in the analysis and development of policy, procedures, instructions, legislation and research and performs the following specific functions:

- Develops management plans, procedures, and methodology;

- Conducts studies of efficiency and recommends changes or improvements in organization, staffing, or procedures;
- Develops procedures and systems for establishing, operating, and assessing the effectiveness of control systems such as those designed to prevent waste, loss, unauthorized use, or misappropriation of assets.
- Identifies resources (staff~ funding, equipment of facilities) required to support varied levels of program operations;
- Reviews administrative audits and investigative reports to recommend appropriate changes or corrective action required;
- Develops life cycle cost analyses of projects or performing cost benefits or economics evaluations of current or projected programs;
- Develops new or modified program policies, regulations, goals, or objectives for current preservation programs and other preservation programs and activities as may be assigned to or undertaken by OAHF;
- Identifies data required for use in the management and direction of programs.
- Develops reports for management. Collects and analyzes data, and compiles reports adequate for management use.
- Conducts records management surveys and special studies to ensure essential records schedules and corresponding records are created, maintained, and as appropriate, disposed of.
- Conducts special records searches.

Factors

1. Knowledge Required by the Position

- Comprehensive knowledge and skills in the use of microcomputers.
- Knowledge of the organizational structure, functions and procedures of HUD, and their relationships with the other program areas of the Department.
- Skill and knowledge in applying analytical and evaluative methods and techniques to assignments in order to develop appropriate conclusions.
- A high degree of ability to assemble and analyze relevant facts and draw appropriate conclusions.

- Considerable skill in presenting accurate findings and a high degree of ability to make feasible and responsive recommendations both orally and in writing.
- Comprehensive knowledge of records management policy and procedures.

2. Supervisory Controls

The incumbent works under the general supervision of the Preservation Office Director. The supervisor sets the overall objectives applicable to assigned programs and defines the financial and other management resources available to achieve the expected results. Performs duties and responsibilities with independence, receiving minimal supervision from the Director.

3. Guidelines

Guidelines include very broad and complex policy directives and regulations. Manuals, internal guidelines, and directives on administrative policy are available for reference but are stated in general terms. The incumbent is required to use resourcefulness, initiative, and seasoned judgment. This level may include responsibility for development of new material for use OAHP-wide, or to supplement and explain existing OAHP guidelines.

4. Complexity

The work is technical in nature and requires independent coordination of tasks due to the volume of assignments and tight time constraints with which the incumbent is restricted in order to accomplish tasks. Assignments are highly sensitive and confidential and cross various organizations and/or groups.

5. Scope and Effect

The incumbent's approach, technique, and effectiveness in completing assignments will have a direct impact on the overall operation of OAHP employees, and the overall operation of current preservation programs as well as other preservation programs and activities assigned to or undertaken by OAHP. The work involves developing criteria, procedures and instructions, planning and reviewing services on wide-ranging projects, programs and functions pertaining to PAEs in OAHP's restructuring program. Conformance with OAHP's regulations pertaining to their participation in the restructuring program and other preservation programs and activities, and interest to the general public, affordable and conventional housing groups and the mortgage finance industry. Incumbent must be willing to adapt self to changing duties; must exercise a high degree of judgment, tact, diplomacy, and must be able to work with employees at all levels.

6. Personal Contacts

The incumbent will have substantial contact with supervisors and employees from other offices, as well as within HUD and with outside contractors, congressional, state, local, national officials and/or the general public.

7. Purpose of Contacts

Contacts are for the purpose of coordinating, directing or advising on technical office procedures or to provide and obtain information, to discuss problems, to request or require that work be done, to persuade individuals to a course of action, or to answer questions.

8. Physical Demands

No unusual physical demands are required for this position. Assignments are often under pressure situations.

9. Work Environment

Work will be performed in a typical office environment.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

POSITION: Management Analyst, GS-0343-11

ORGANIZATIONAL LOCATION: A/S for Housing,
Office of Affordable Housing Preservation
(OAHP) Washington DC Preservation
Office

INCUMBENT: VACANT

REFERENCE: OPM PCS for Management and Program
Analysis Series, GS-0343, TS-98, August
1990

OPM Administrative analysis Grade
Evaluation Guide, TS-98, August 1990

BACKGROUND: This position description is written to provide a Management Analyst in the Affordable Housing Preservation Office (OAHP) to accomplish efforts in oversight, monitoring, and evaluation of processes and procedures carried out by third parties.

TITLE/SERIES DETERMINATION: The primary purpose of this position is to accomplish planning, reviewing, analyzing, coordinating, interpreting, applying, and making recommendations on matters relating to participating Administrative Entities (PAEs). Monitors PAEs duty performance in repositioning market rents, underwriting, and debt restructuring recommendations. Develops management plans, procedures, and methodology. Conducts studies of efficiency and recommends changes or improvements in organizations, staffing, or procedures. Reviews administrative audits and investigative reports to recommend appropriate changes or corrective action request. Develops life cycle cost analyses of projects or performing cost benefits or economics evaluations of current or projected programs. Conducts records management surveys and special studies to ensure essential records schedules and corresponding records are created, maintained, and as appropriate, disposed of. The Analyst considers decisions, policy determinations, agency regulations and guidelines, agency goals and objectives, delegations of authority specific to the PAE and consistent with OAHP guidance and congressional mandates. Positions requiring knowledge of: the substantive nature of agency programs activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency are included in the Management and Program Analysis Series, GS-0343. Nonsupervisory positions primarily concerned with analyzing, evaluating, and/or improving the efficiency of internal administrative operations, organizations, or management is titled Management Analyst.

GRADE LEVEL DETERMINATION: The grade level of this position is evaluated by application of the nine evaluation factors in the Administrative Analysis Grade Evaluation Guide.

Factor 1, Knowledge Required by the Position Level 1-7 1250 points

At Level 1-7, positions require knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support function. Knowledge is used to plan, schedule, and conduct projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations in a program or support setting.

The level of knowledge required to perform the duties of the subject are similar to that described above. The incumbent of this position develops management plans, procedures, and methodology. Conducts studies of efficiency and recommends changes or improvements in organizations, staffing, or procedures. Reviews administrative audits and investigative reports to recommend appropriate changes or corrective action request. Develops life cycle cost analyses of projects or performing cost benefits or economics evaluations of current or projected programs. Conducts records management surveys and special studies to ensure essential records schedules and corresponding records are created, maintained, and as appropriate, disposed of. Level 1-7 is assigned

Factor 2, Supervisory Controls Level 2-4 450 points

The employee and supervisor develop a mutually acceptable project plan, which typically includes identification of the work to be done, the scope of the project, and the deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating cost, coordinating with staff and line management personnel, and conducting all phases of the project. The employee makes definitive interpretations of regulations and study procedures, and the initial application of new methods. The supervisor is informed of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by supervisor, staff and line management for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Level 2-4 is assigned.

Factor 3, Guidelines Level 3-3 275 points

Guidelines consist of standard reference materials, texts, and manuals covering the application of analytical methods and techniques (statistical, descriptive or evaluative) and instructions and manuals covering the subjects involved such as organizations, equipment, procedures, policies, and regulations). The analytical methods contained in the guidelines are not always directly applicable to specific work assignments. However, precedent studies of similar subjects are available for reference. The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied. This position meets level 3-3 where guidelines typically include agency

policy and precedents. Manuals and internal guidelines and directives on administrative policy are available for reference. Level 3-3 is assigned

Factor 4, Complexity

Level 4-4

225 points

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Work at level 4-4 requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. This position is similar to level 4- where the incumbent develops management plans, procedures, and methodology. Conducts studies of efficiency and recommends changes or improvements in organizations, staffing, or procedures. Reviews administrative audits and investigative reports to recommend appropriate changes or corrective action request. Develops life cycle cost analyses of projects or performing cost benefits or economics evaluations of current or projected programs. Level 4-4 is assigned.

Factor 5, Scope and Effect

Level 5-4

225 points

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations or to analyze and resolve problems in staffing, effectiveness and efficiency of administrative support and staff activities. Work involves establishing criteria to measure and/or predict the attainment of programs or organizational goals and objectives. At level 5-4 work affects the plans, goals, and effectiveness of missions and programs at these various echelons or locations. Employees at this level identify, analyze, and make recommendations to resolve workflow, work distribution, internal administrative operations of the organization and activities studied. Level 5-4 is assigned

Factor 6, Personal Contacts

Level 2

Personal contacts are with employee's individuals or groups within and outside the employing agency in moderately unstructured settings. The contacts are not routine, the purpose and extent of each is different, and they are identified and developed during the course of contact. Typical contacts are with other offices within HUD, and with outside contractors, PAE's and the general public. Level 2 is assigned.

Factor 7, Purpose of Contacts

Level B

75 points

The purpose of incumbents contacts are to coordinate, direct or advise on technical office procedures or to provide and obtain information to discuss problems, to request or require that work be done, to persuade individuals to a course of action, or answer questions. Level B is assigned.

Factor 8, Physical Demands

Level 8-1

5 points

The work is primarily sedentary although some slight physical effort may be required. Level 8-1 is assigned.

Factor 9, Work Environment

Level 9-1

5 points

The work is usually performed in an adequately lighted and climate controlled office. May require occasional travel. Level 9-1 is assigned.

Total

2510 points

FINAL DETERMINATION: A total of 2510 points falls in the range of 2355-2750 points for conversion to GS-11. This position is correctly classified as Management Analyst, GS-0343-11.