

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

POSITION DESCRIPTION COVER SHEET

|   |                       |                         |                    |
|---|-----------------------|-------------------------|--------------------|
| <b>RECOMMENDED</b>                        |                       |                         |                    |
| 4. TITLE<br>Contract Oversight Specialist | 5. PAY PLAN (2)<br>GS | 6. SERIES (4)<br>1101   | 7. GRADE (2)<br>13 |
| 8. WORKING TITLE (Optional)               |                       | 9. INCUMBENT (Optional) |                    |

|  |                        |              |                    |                                     |   |                                      |
|--|------------------------|--------------|--------------------|-------------------------------------|---|--------------------------------------|
| <b>OFFICIAL</b>                            |                        |              |                    |                                     |   |                                      |
| 10. TITLE<br>Contract Oversight Specialist |                        |              |                    |                                     |   |                                      |
| 11. PP (2)<br>GS                           | 12. SERIES (4)<br>1101 | 13. FUNC.(2) | 14. GRADE(2)<br>13 | 15. DATE (mm/dd/yyyy)<br>06/17/2004 | 16. I/A<br><input type="checkbox"/> yes <input type="checkbox"/> No | 17. CLASSIFIER (Name)<br>M.D. Thrash |

|  |  |
|--|--|
| <b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>            |  |
| 1st<br>U.S. Department of Housing and Urban Development        | 5th<br>Office of Management and Planning |
| 2nd<br>Office of the AS for Fair Housing and Equal Opportunity | 6th                                      |
| 3rd<br>General Deputy Assistant Secretary                      | 7th                                      |
| 4th<br>Office of the DAS for Operations and Management         | 8th                                      |

|   |                     |   |          |
|---|---------------------|---|----------|
| <b>SUPERVISOR'S CERTIFICATION</b>   |                     |   |          |
| 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<br><i>Paul T. Christian</i>  | 20. DATE<br>2/20/04 | 22. SECOND LEVEL SUPERVISOR'S SIGNATURE   | 23. DATE |
| 21. SUPERVISOR'S NAME AND TITLE<br>Paul T. Christian, Director, Office of Management and Planning   |                     | 24. SECOND SUPERVISOR'S NAME AND TITLE<br>Karen A. Newton, Deputy Assistant Secretary for Operations and Management |          |

| FACTOR EVALUATION SYSTEM |             |            |                        |             |            |       |
|--------------------------|-------------|------------|------------------------|-------------|------------|-------|
| FACTOR                   | 25. FLD/BMK | 26. POINTS | FACTOR                 | 25. FLD/BMK | 26. POINTS |       |
| 1. Knowledge Required    | 1-8         | 1550       | 6. Personal Contacts   | 6-3         | 60         |       |
| 2. Supervisory Controls  | 2-5         | 650        | 7. Purpose of Contacts | 7-3         | 120        |       |
| 3. Guidelines            | 3-4         | 450        | 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           |             | 3290       |       |
|                          |             |            |                        |             | GRADE      | GS-13 |

|  |  |                              |
|--|--|------------------------------|
| <b>CLASSIFICATION CERTIFICATION</b>  |  |                              |
| 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<br><i>Marlene Thrash</i>   | 30. DATE (mm/dd/yyyy)<br>8/20/04         |                              |
| 31. NAME<br>Marlene Thrash   | 31a. TITLE<br>Human Resources Specialist |                              |
| 32. REMARKS<br>FLSA (Exempt) FPL (GS-13) Ref OPM PCS for 1102 and 1101   |  | 33. OPM CERTIFICATION NUMBER |

# MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

|                      |                                      |                    |                |                    |                  |
|----------------------|--------------------------------------|--------------------|----------------|--------------------|------------------|
| 1. FUNCTION (1)<br>A | 2. DEPT. CD/AGCY-BUR-CD. (4)<br>HU83 | 3. SON (4)<br>4400 | 4. MR. No. (6) | 5. GRADE (2)<br>13 | 6. IP NUMBER (8) |
|----------------------|--------------------------------------|--------------------|----------------|--------------------|------------------|

## B. MASTER RECORD

|  |  |                          |                                |   |  |  |  |  |  |  |  |   |     |     |     |     |     |     |     |     |     |
|--|--|--------------------------|--------------------------------|---|--|--|--|--|--|--|--|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1. PAY PLAN (2)<br>GS                                  |  | 2. OCC. SER. (4)<br>1101 |                                | 3. OCC. FUNC. CD (2)                            |  | 4. OFF. TITLE CD (6)                               |  | 5. OFF. TITLE (38)<br>Contract Oversight Specialist          |  |  |  |   |     |     |     |     |     |     |     |     |     |
| 6. HQ. FLD. CD (1)<br>1 = HQ<br>2 = FLD                |  | 7. SUP. CD. (1)<br>8     |                                | 1 = Sup. SGEG<br>3 = Mgr. SGEG<br>4 = Sup. CSRA |  | 5 = Mgmt CSRA<br>6 = Leader LGEG<br>8 = All Others |  | 8. CLASS. STD. CD. (1)<br>X = New Std. Applied<br>Blank = NA |  | 9. INTERDIS. CD (1)<br>N = No<br>Y = Interdis. |  | 10. DATE CLASS (mm/dd/yyyy)<br>06/17/2004 |     |     |     |     |     |     |     |     |     |
| 11. EARLY RET. CD. (1)<br>1 = Primary<br>2 = Secondary |  |                          | 3 = Foreign Svc.<br>Blank = NA |   |  | 12. INACT/ACT (1)<br>1 = Inactive<br>A = Active    |  | 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) | (4) |     |
| 17. INTERDIS. TITLE CD. (50)                           |  |                          |                                |   |  |  |  |  |  |  |  | (5)                                       | (5) | (5) | (5) | (5) | (5) | (5) | (5) | (5) | (5) |

## C. INDIVIDUAL POSITION

|   |     |   |     |   |     |   |     |   |  |                                   |  |   |  |  |  |                                     |  |   |  |   |  |                  |  |                  |  |                    |  |              |  |
|---|-----|---|-----|---|-----|---|-----|---|--|-----------------------------------|--|---|--|--|--|-------------------------------------|--|---|--|---|--|------------------|--|------------------|--|--------------------|--|--------------|--|
| 1. FLSA CD. (1)<br>E = Exempt<br>N = Nonexempt  |     | 2. FIN. DIS. REQ. (2)<br>0 = None<br>1 = CD219<br>2 = CD220 |     | 3 = SF278<br>4 = AD392<br>5 = SF849             |     | 3. POS. SCHED. (1)<br>A = Sched A<br>B = Sched B<br>C = Sched C |     | O = Excepted but not A, B, C                            |  | 4. POS. SENS (3)<br>IN            |  | 0 = Nonsensitive<br>1 = Noncritical<br>2 = Critical Sensitive                           |  | 5. COMP. LVL. (4)<br>9999                |  |                                     |  |   |  |   |  |                  |  |                  |  |                    |  |              |  |
| 6. WK. TITLE CD. (4)  |     | 7. WK. TITLE (38)   |     |   |     |   |     |   |  |                                   |  |   |  |  |  |                                     |  |   |  |   |  |                  |  |                  |  |                    |  |              |  |
| 8. ORG. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")               |     |   |     |   |     |   |     | 9. VAC. REV. CD. (1)                                    |  |                                   |  |   |  |  |  |                                     |  |   |  |   |  |                  |  |                  |  |                    |  |              |  |
| 1st   | 2nd | 3rd   | 4th | 5th   | 6th | 7th   | 8th | 0 = Position Action<br>No Vacancy<br>A = No Change      |  |                                   |  |   |  |  |  | B = Lower Grade<br>C = Higher Grade |  | D = Different title and/or Series<br>E = New Position/New FTE |  |   |  |                  |  |                  |  |                    |  |              |  |
| 10. TARGET GC. (2)  |     | 11. LANG. REQ. (2)  |     | 12. PROJ. DTY IND. (1)<br>Blank = NA<br>Y = Yes |     | 13. DUTY STATION (9)<br>State (2) City (4) County (3)           |     | 14. BUS. CD. (4)  |  | 15. DATE LAST AUDIT. (mm/dd/yyyy) |  | 16. PAS. IND. (1)<br>Blank = NA<br>1 = PAS  |  | 17. DATE EST. (mm/dd/yyyy)<br>06/17/2004 |  |                                     |  |   |  |   |  |                  |  |                  |  |                    |  |              |  |
| 18. GD. BASIS. IND. (1)<br>1 = Rev. when vacant<br>2 = Impact of Person<br>3 = Sup/SGEG |     |   |     |   |     |   |     | 4 = Sup./Program<br>5 = RGEG<br>6 = Policy Analysis GEG |  |                                   |  | 7 = Equipment Development Guide<br>8 = Agency Use<br>9 = Agency Use ALPHAS = Agency Use |  |  |  | 19. DATE REQ. REC. (mm/dd/yyyy)     |  | 20. NTE. DATE (mm/dd/yyyy)                                    |  | 21. POS. ST. BUD (1)<br>Y = Perm<br>N = Other |  |                  |  |                  |  |                    |  |              |  |
| 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  |     | 2 = Sup. Audit  |     | 3 = Paper Rev.                                  |     | 4 = PME/Activity Rev.   |     | 5 = Desk Audit  |  | 6 = Sup. Audit                    |  | 7 = Paper Rev.  |  | 8 = Panel Rev.                           |  | 1 = No Action Req.                  |  | 2 = Minor PD Change   |  | 3 = New PD Req.                               |  | 4 = Title Change |  | 6 = Pos. Upgrade |  | 7 = Pos. Downgrade |  | 8 = New Pos. |  |
| 23. DATE EMP. ASGN. (mm/dd/yyyy)  |     | 24. DATE ABOL. (mm/dd/yyyy)                                 |     | 25. INACT/ACT (1)<br>1 = Inact.<br>2 = Act.     |     | 26. DATE INACT/ACT (mm/dd/yyyy)                                 |     | 27. ACCTG. STAT. (4)                                    |  | 28. INT. ASGN. SER. (4)           |  | 29. AGCY USE (8)  |  |  |  |                                     |  |   |  |   |  |                  |  |                  |  |                    |  |              |  |
| 30. CLASSIFIER'S SIGNATURE  |     |   |     |   |     |   |     |   |  |                                   |  | 31. DATE (mm/dd/yyyy)   |  |  |  |                                     |  |   |  |   |  |                  |  |                  |  |                    |  |              |  |
| 32. REMARKS   |     |   |     |   |     |   |     |   |  |                                   |  |   |  |  |  |                                     |  |   |  |   |  |                  |  |                  |  |                    |  |              |  |

**OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY**  
**OFFICE OF MANAGEMENT AND PLANNING**  
**Contract Oversight Specialist GS-1101-13**

**INTRODUCTION**

This position is located in the Office of Fair Housing and Equal Opportunity, Office of the Deputy Assistant Secretary for Operations and Management, Office of Management and Planning. The Office is responsible for providing and coordinating the management, budgeting, management planning functions and the contract oversight functions. The Office services the program components of FHEO through Budget preparations and execution; development and implementation of program management systems and FHEO management Plan; the coordination and implementation of the Government Performance Results Act (GPRA), which includes the Strategic Plan, Annual Performance Plan and Performance and Accountability Report and contract oversight responsibilities for all FHEO contracts.

The incumbent of the position will serve as the Contract Oversight Specialist in the Office of Management and Planning. The Contract Oversight Specialist serves as a technical specialist and expert advisor with responsibility for a range of contracted activities that impact accomplishment of organizational and Departmental mission objectives in ensuring equal housing opportunity for all and maintaining the public trust in Departmental operations. Assignments span the procurement spectrum from initial planning, through describing procurement needs, market research, proposal evaluation, contract monitoring, performance assessment, and problem resolution. Significant coordination is required with organizational elements within the Department and among outside entities seeking or doing business with the Department.

**DUTIES AND RESPONSIBILITIES**

Monitors the cost, schedule and performance parameters of all assigned contracts. Functions as an expert technical consultant working with program staff to identify contracting needs to accomplish program mission requirements. Periodically reassesses needs for existing contracts in light of shifts in organizational and/or Departmental goals and plans. Prepares and coordinates the higher level approval of detailed procurement requests including contract work descriptions, independent cost estimates, proposal instructions, and evaluation criteria. Works with program area Government Technical Representative (GTR) to identify resources, including staff, funding, equipment, and facilities, for accomplishment of contracted efforts.

Delegates duties and responsibilities to GTR as appropriate. Monitors GTR activities and ensures continuity in GTR guidance and evaluation practices among GTRs under a single contract. Coordinates the efforts of subject matter experts from other disciplines involved in obtaining quality contracted goods and services.

Performs a variety of technical management roles. Participates in high level meetings as an expert and advisor for briefing top management on procurement plans and contracted activities.

Evaluates proposals as a member of technical evaluation panels or integrated procurement teams. Provides a wide range of oral and written presentations to high level officials and outside parties.

Participates in the development of plans for effectively overseeing contracted activities. Participates in routine meetings with GTR to discuss contractor performance. Reviews written technical assessments of contractor performance.

Assists GTR with providing technical direction and assistance to contractors consistent with contract work descriptions and technical requirements of contracts. Works with GTR to identify and document actual and potential contract performance problems. Develops a range of alternative solutions to contract problems. Teams with GTR to resolve performance problems or establish basis for adverse contract actions.

Reviews contractor payments requests. Approves/recommends payment based on delegated authority. Monitors contractor use of key personnel. Reviews the qualifications of proposed subcontractors and makes recommendations to contracting officer regarding consent to the placement of subcontracts.

Identifies situations requiring contract modifications and takes timely proper action. Prepares procurement requests, work description changes, and cost estimates for contract modifications. Evaluates contractor proposals and participates in negotiations for contract modifications.

Participates in the conduct of comprehensive studies and analysis of planned, in-progress, and completed contracted efforts for the purpose of obtaining maximum benefit and developing new or improved methods and procedures for accomplishment of program objectives.

This position may require travel up to 20% of the time to locations other than then the primary duty stations.

### **Factor 1 – Knowledge Required by the Position**

Extensive knowledge of policies and procedures related to the description, evaluation, monitoring, and assessment of contracted products and services.

Extensive knowledge of analytical and evaluation methods, supplemented by a practical knowledge of monitoring techniques, concepts, and practices.

Ability to plan integrated and analytical evaluations of varied control systems and operating programs, select and develop coverage areas, and plan and coordinate team efforts at several sites including the interaction of contractor and agency resources.

Knowledge of HUD structure, missions, programs, and organization relationships.

Ability to use a wide variety of fact finding and monitoring techniques, including task analysis, work measurement, cost estimating, work distribution, statistical analysis, and systems analysis.

Experience in analyzing proposals, performance methodologies, organizations, program operations, and other areas of management that are characteristically wide in scope, composed of multiples and complex tasks, and pose potential financial and program risks.

### **Factor 2 – Supervisory Controls**

The incumbent works under the supervision of the Director, Office of Management and Planning. The supervisor provides assignments in terms of broad technical requirements. The incumbent is responsible for prioritizing his/her workload and carrying out assignments in a timely manner. Prepares thorough monitoring and accurate analysis of contractor performance. Coordinates with subject matter experts and identifies proposed resolutions for identified problems. Findings and recommendations are normally accepted without significant change. Completed work is reviewed for soundness of overall approach and effectiveness in meeting program objectives.

### **Factor 3 – Guidelines**

Guidelines are basic Federal, HUD, state and local government regulations; specific program administrative policy statements, regulations, and instructions; Federal and HUD Acquisition Regulations; and HUD procurement policies and procedures. Uses judgment and discretion in determining intent, and in interpreting existing policy and regulatory guidance for use by others within or outside the organization (e.g., other analysts, managers, or contractors). Participates in the development of analysis formats and monitoring techniques for use on a project team, or at subordinate echelons in the organization. Serves as an expert in interpreting contract guidance on program planning and evaluation.

### **Factor 4 – Complexity**

Contracted services, projects and studies require in-dept analysis. Prepares detailed plans, goals, and objectives for implementation and administration of assigned contracting efforts, or develops criteria for evaluating effectiveness of a given contracted effort.

Decisions about how to proceed in planning, organizing, or conducting contract monitoring are complicated by conflicting program goals and objectives. Assignment are further complicated by the need to deal with subjective concepts, such as value judgments, quality and quantity of actions measurable in predictive terms, and findings and conclusions that are subjective and not susceptible to verification through replication of study methods or reevaluation of results.

### **Factor 5 – Scope and Effect**

The work is concerned with analyzing, monitoring, and evaluating technical program aspects of substantive contracted mission-oriented activities. This may involve developing long-range program plans, goals, objectives, and milestones.

Evaluates effectiveness of technical aspects of assigned contracted efforts. Identifies and develops ways to resolve problems or cope with issues which directly affect accomplishment of program goals and objectives. Provides technical advice to HUD journeyman level staff, senior level management, contractor managers, and other outside sources.

#### **Factor 6 – Personal Contacts**

Contacts are with agency managers; program subject matter experts; specialist in contracting, financial, legal, information technology, and support functions; and corporate and subject matter managers from private contractors.

#### **Factor 7 – Purpose of Contacts**

Contacts ensure increased contractor efficiency and effectiveness for the purpose of program mission accomplishment. Gathers and exchanges data, explores and resolves complex issues and coordinates varied technical matters. Discusses and interprets major policies, defends program positions, influences and persuades others concerning high priority HUD objectives, and provides advice and guidance on a broad range of technical issues.

#### **Factor 8 – Physical Demands**

Most tasks are performed sitting comfortably. Short deadlines may require working under stress.

#### **Factor 9 – Work Environment**

The work involves normal risks or discomforts associated with working in an adequately lighted, heated and ventilated office.