

REASON FOR THIS POSITION

1. NEW 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) 3. REPLACES PD NUMBER (8) MN163402

POSITION DESCRIPTION COVER SHEET

AS2808

RECOMMENDED

4. TITLE: Director Office of Management, Planning and Budget

5. PAY PLAN (2): GS

6. SERIES (4): 340

7. GRADE (2): 15

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional): Paul Christian

OFFICIAL

10. TITLE: Program Manager

11. PP (2)	12. SERIES (4)	13. FUNC.(2)	14. GRADE(2)	15. DATE (mm/dd/yyyy)	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name)
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st: Housing and Urban Development	5th: Office of Management, Planning and Budget
2nd: Assistant Secretary for Fair Housing and Equal Opportunity	6th:
3rd: General Deputy Assistant Secretary	7th:
4th: Deputy Assistant Secretary for Operations and Management	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: <i>Karen A. Newton</i>	20. DATE (mm/dd/yyyy): 12/15/03	22. SECOND LEVEL SUPERVISOR'S SIGNATURE: <i>Lloyd O. May</i>	23. DATE (mm/dd/yyyy): 12/15/03
21. SUPERVISOR'S NAME: Karen A. Newton		24. SECOND LEVEL SUPERVISOR'S NAME: Lloyd O. May	
21a. SUPERVISOR'S TITLE: Deputy Assistant Secretary for Operations and Management		24a. SECOND LEVEL SUPERVISOR'S TITLE: General Deputy Assistant Secretary	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-8	1550	6. Personal Contacts	Level 6-4	---
2. Supervisory Controls	Level 2-5	650	7. Purpose of Contacts	Level 7-d	330
3. Guidelines	Level 3-5	650	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-6	450	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-6	450	TOTAL POINTS		4190
GS-15 point-to -grade range is 4055-up				GRADE	GS-15

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: *Lewis C. Anderson*

30. DATE (mm/dd/yyyy): 07/13/04

31. NAME: Lewis C. Anderson

31a. TITLE: Supervisory Human Resources Specialist

32. REMARKS: Ref Used: Program Management Series, GS-340; and Admin Analysis Grade Eval Guide

33. OPM CERTIFICATION NUMBER:

Director,
Office of Management, Planning and Budget
GS-340-15

INTRODUCTION

The incumbent of this position serves as Director of the Office of Management, Planning and Budget. The Office consists of the Budget Division. The Office of Management, Planning and Budget is responsible for providing and coordinating the management, budgeting and management planning functions. The Office services the program component of FHEO through Budget preparations and execution; development and implementation of program management systems and FHEO management Plan; and coordination and implementation of the Government Performance Results Act (GPRA), which includes Strategic Plan, Annual Performance Plan and Performance and Accountability Report. Serves as liaison to the Office of Inspector General and General Accounting Office to coordinate actions related to internal program audits and investigations. The Director participates in the management of the office with specific responsibilities as follows:

DUTIES AND RESPONSIBILITIES

Directs and manages the activities of (1) one division: the Budget Division. The staff includes one division director, (1) Director, Budget Division, GS-560-15, (1) professional, Management Analyst, GS-343-14, (1) trainee, Management Analyst, GS-343-7, and (1) Staff Assistant, GS-303-9, *Contract Oversight Sp, GS-1102-13/14*
(FPL=GS-12)

Supervises a staff and manages other resources to achieve maximum efficiency and balance in utilizing the resources assigned. Plan work to be accomplished by subordinates, set and adjust short-term priorities and prepare schedules for completion of work. Assigns work to subordinates based on priorities of the office and ensures work is efficiently and effectively carried out. Evaluates work performance of subordinates, developing budget and administering and managing funds. Establishes goals, objectives and activities for the division. Responsible for identifying training needs and ensures the staff receive proper training. Also responsible for counseling, disciplinary actions, awards, merit staffing, reassignments, rotations, promotions, delegating responsibilities, and other actions. Resolves personnel related issues brought forth by subordinate supervisors.

Development and execution of the budget for the Office of Fair Housing and Equal Opportunity and provide all appropriate justifications and supporting documents for presenting the budget to the Secretary, Office of Management and Budget and the Congress. Management of the use of Program and Salaries and Expense funds and resources, and provide reports and other materials to assist managers in planning the implementation of their responsibilities.

Responsible for budget formulation and execution activities including but not limited to presentation and execution of FHEO program accounts and coordinating the submission of budget estimates to the Office of Management and Budget and the Congress.

Responsible for the review, analyze and interpretation of legislation, appropriation language, and budgetary directives and guidelines as provided by the CFO, OMB and Congress.

Responsible for establishing and maintaining financial systems to control FHEO's appropriated funds. Operate concurrently internal and external financial reporting systems. These reporting systems provide information on actual obligations, outlays, and budgetary resources for Program Funds and Salaries and Expenses funds.

Responsible for the management of internal and external audits, the institution of internal controls, identification of management or operational deficiencies and the development of recommendations to alleviate such deficiencies.

Develop and manage the Strategic Plan, Annual Performance Plan (APP) and Performance Accountability Report (PAR). Coordinate the development and presentation of FHEO goals and objectives for the Strategic Plan. Develops and tracks Annual Performance Plan (APP) goals. Analyzes progress in meeting goals on a monthly basis. Identifies deficiencies and recommends corrective actions.

Plans and develops the FHEO Management Plan for Headquarters and Field Offices to ensure inclusion of overall priorities, goals and objectives as well as processes for final negotiations reporting, mid-year reviews and monthly and end-of-year analysis.

The office serves as the General Accounting Office (GAO) and Inspector General (IG) Audit Liaison Officer (ALO) and manages the close-out of audits for FHEO. Coordinates the development and implementation of corrective action to resolve material weaknesses and reportable conditions identified in financial statement audits and other GAO and OIG audit findings and recommendations.

Develops management studies and surveys, which may involve any aspect of the management of FHEO programs or of the organization's concepts and procedures involved. Such studies and surveys will generally have concrete operating objectives, and be relevant to the immediate or projected requirements of the FHEO organization.

Manage the investigation and track the progress of IG Hotline Complaints.

Develop and coordinate the Management Control Certification, the preparation of the Commercial Activities Report (OMB Circular A-76) and updates the Catalog of Federal Domestic Assistance.

Factor I - Knowledge Required by the Position

Expert knowledge of the programs, work processes, and mission of FHEO and Federal budget process, including knowledge of the Congressional budget process; and thorough and detailed understanding of OMB policies, directives, and regulations.

Mastery of the principles, concepts, laws, and regulations of financial administration and budgeting to generate new concepts and methodologies, plan and direct financial and budgeting systems.

Skill in developing and presenting briefings to higher level management on budgetary matters.

Knowledge of FHEO laws, rules, and regulations governing budgetary matters.

The Director must possess highly developed skill in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, in oral and written communication.

The Director must possess in-depth knowledge of a wide range of managerial techniques and human relations to be able to manage a staff effectively.

The Director must possess In-depth knowledge of the Departmental financial system's policies and procedures.

Factor 2 - Supervisory Controls

The employee is recognized as an expert in the formulation, presentation and execution of the budget for FHEO, such as making sure that funds are used in accordance with the operating budget, both in Headquarters and the Field. The employee is subject only to administrative policy direction concerning the overall priorities and objectives. The employee is responsible and has the authority to plan, schedule, and carry out all financial management applications for FHEO.

Factor 3. Guidelines

Guidelines include departmental and OMB directives concerning preparation, formulation, justification, presentation, and execution of funds. Other guidelines include general administrative policies and management and organizational theories, which require considerable adaptation and/or interpretation. The employee exercises a high degree of initiative, judgment, and discretion in interpreting and applying broad guidelines and principles for administrative support functions, as well as interpreting broad legislative, regulatory, and policy guidance.

Factor 4. Complexity

The incumbent provides advice, guidance, and assistance to top level management on budgetary matters and general administrative matters which affect the conduct of assigned fair housing programs for Headquarters and the Field. The incumbent prepares budget documents for submission to OMB; approves all physical moves within Headquarters as well as in the Field; approves travel authorization. Analyzes the management and control of resources or funds and progress toward meeting program objectives to assure that funds are used for the purposes for which they were appropriated.

Factor 5. Scope and Effect

The purpose of the work is to facilitate the acquisition and use of funding to support FHEO programs, goals, objectives, and operations on a long term basis; review current and future staffing requirements based on present and projected plans; and prepares operating plans and cost estimates. Conducts mid-year reviews to monitor and reconcile the assignment of program commitments, obligations and the expenditure of FHEO funds.

Factor 6. Personal Contacts

Contacts are with high level managers within the department (e.g., Assistant Secretaries), other program officials of the same and subordinate echelons, field offices, OMB officials, and members of Congressional appropriation committees. Officials of other agencies and private businesses who conduct activities related to FHEO.

Factor 7. Purpose of Contacts

Contacts with top agency officials, representatives of OMB, and Congressional staff members are for the purpose of advising current status of FHEO funding and persuading them to approve recommended funding requests. Represents FHEO in formal conferences and briefings with representatives of OMB for the purpose of justifying and defending FHEO budget estimates and appropriations request. Contacts with other agencies and private businesses are to discuss funding transactions of mutual interest.

Factor 8. Physical Demands

Work is performed seated, however, the incumbent lifts and carries working papers or other items to and from conferences/meetings.

Factor 9. Work Environment

Work is performed in a typical office setting. The work area is adequately lighted, heated, and ventilated.