

REASON FOR THIS POSITION

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

POSITION DESCRIPTION COVER SHEET

AS2811

RECOMMENDED

4. TITLE: Management Analyst

5. PAY PLAN (2): GS

6. SERIES (4): 0343

7. GRADE (2): 11

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional):

OFFICIAL

10. TITLE: Management Analyst

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>Paul T. Christian</i>	20. DATE (mm/dd/yyyy) 1/22/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Paul T. Christian	24. SECOND LEVEL SUPERVISOR'S NAME		
21a. SUPERVISOR'S TITLE Director, Office of Management, Planning and Budget	24a. SECOND LEVEL SUPERVISOR'S TITLE		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-7	1250	6. Personal Contacts	Level 6-2	----
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts	Level 7-b	75
3. Guidelines	Level 3-3	275	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-4	225	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-3	150	TOTAL POINTS		2435
GS-11 point-to-grade conversion range is 2355-2750			FPL=GS-12	GRADE	GS-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>Lewis C. Anderson</i>	30. DATE (mm/dd/yyyy) 07/13/04
31. NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist
32. REMARKS Ref Used: Mgmt and Prog Analysis Series, GS-343; and Admin Analysis Grade Evaluation Guide	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

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

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

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220	3 = SF278 4 = AD392 5 = SF849	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	O = Excepted but not A, B, C	4. POS. SENS (3) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LVL. (4)			
6. WK. TITLE CD. (4)		7. WK. TITLE (38)							
8. ORG.STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*)									
1st	2nd	3rd	4th	5th	6th	7th	8th		
9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or Series E = New Position/New FTE									
10. TARGET GC. (2)	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) Blank = NA Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)			14. BUS. CD. (4)	15. DATE LAST AUDIT. (mm/dd/yyyy)	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (mm/dd/yyyy)
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	
22. MAINT.REV./CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results)									
Normal Act			Maintenance Review Act			Results			
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	
								5 = Series Change	
								6 = Pos. Upgrade	
								7 = Pos. Downgrade	
								8 = New Pos.	
								9 = Other	
23. DATE EMP. ASGN. (mm/dd/yyyy)	24. DATE ABOL. (mm/dd/yyyy)	25. INACT/ACT (1) 1 = Inact. 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)
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32. REMARKS

Management Analyst
GS-343-11

INTRODUCTION

This position is located in the Office of Management, Planning and Budget, Deputy Assistant Secretary for Operations and Management, Office of Fair Housing and Equal Opportunity (FHEO). The Office of Management, Planning, and Budget is responsible for providing and coordinating the management planning and budgeting functions. The Office services the program component of FHEO both in Headquarters and the Field through development and implementation of program management systems and FHEO Management Plan; budget preparation and execution; 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 General Accounting Office (GAO) and the Office of Inspector General (OIG) to coordinate actions related to internal program audits and investigations and material weaknesses.

The incumbent of this position is a Management Analyst and is under the general supervision of the Director of this office.

DUTIES AND RESPONSIBILITIES

Assists in the planning and development of Program Strategic Plans and Annual Performance Plans to achieve accomplishment of office goals and objectives; analyzes and evaluates, on a quantitative or qualitative basis to ensure goals are being met.

Assists in the planning, scheduling, and conducting analytical studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations in Headquarters and the Field, provides impact analyses and budget reports and projections to the Director upon request.

Researches, gathers, compiles data, statistics, and other information for the office in responding to inquiries from Program offices, Congressional committees, and other Agencies or Government organizations on administrative support functions.

Updates performance indicator data on a quarterly basis in the HUD Integrated Performance Reporting System (HIPRS) for the Management Plan and the Annual Performance Plan (APP) goals.

The Office is frequently called upon by the Office of Management and Budget (OMB), Congressional committees, the Office of the Secretary, and outside organizations, to report on activities involving staff resources, budgetary information, management improvement, and other efficiency and economy measures. These reports cover activities concerned with FHEO's administrative operations in Headquarters and the Field. The

incumbent determines the sources of information needed, and how the material should be organized and presented, gathers the necessary facts, and prepares the report.

Assist in operational reviews and audits of program and financial activities for the purpose of determining problem areas that detract from efficiencies and effective delivery of work products and services in compliance with applicable laws and regulations. Coordinate with Office Director in preparing responses to OIG and GAO audits and congressional inquiries for program and financial data.

Performs tasks related to word processing, including preparing, assembling, and proofreading correspondence, reports, and manuscripts consistent with established formats and guidelines.

Prepares graphs and charts that present clear, concise, and effective analytical results of, evaluations and studies performed.

Coordinates and participates in a wide spectrum of projects within the Office of Management and Planning.

Knowledge Required

Thorough knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness and efficiency of office goals and objectives.

Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the office.

Skill in organizing, preparing, and delivering project papers, reports, and briefings to managers regarding findings and recommendations from studies performed.

Knowledge of established management principles, pertinent to administrative regulations in applying fact-finding and work measurement techniques to conduct studies and evaluations.

In-depth knowledge of integrated reporting systems for the development of reports and tracking data.

Ability to analyze and evaluate findings from studies pertaining to the utilization of budget and resource staff and recommend alternative methods of accomplishing the goals and objectives in headquarters and the field.

Supervisory Controls

The employee works under the supervision of the Division Director. The supervisor and the employee identify the work to be done, the scope of the work, and the completion

date. The employee is responsible for planning and organizing the study, coordinating with management and conducting all phases of the project. Incumbent is given full latitude to utilize own initiative and judgment in organizing, selecting and carrying out day-to-day assignment. On new assignments, receives instructions as to policy, objective and required procedures, has full latitude to develop own methods.

Completed evaluations, reports, and recommendations are reviewed by the supervisor and other staff members to ensure the compatibility with office goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

Guidelines include oral instructions, laws, decisions, rules and regulations governing the operations of the work unit; overall HUD management policies; recognized techniques or procedures and methods of analysis; standard administrative and program management principles and practices. Guidelines are not always available or clear and the incumbent must often interpret those guidelines and instructions to meet the needs of FHEO management.

Complexity

The work requires developing plans, goals, and objectives for the study to be performed, which could be complicated by conflicting goals and objectives as a result of changes in policy or procedures. In some instances, work could be complicated by the need to develop data about workload and program accomplishments, which is currently unavailable. The employee must develop criteria to identify and measure program accomplishments and methods to improve effectiveness. The incumbent is required to make decisions concerning the applicability of data and apply a variety of fact finding techniques and analytical methods to recommend decisions on administrative analyses.

Scope and Effect

The work involves conducting studies, analyzing, reviewing and evaluating a variety of data involving administrative support functions and participating in the establishment and implementation of policy guidelines and procedures. Work may also involve identifying problems, analyzing, making recommendation to resolve the issue and preparing reports based on findings. Completed reports with recommendations are submitted to the supervisor for review and implementation.

Personal Contacts

~~Contacts are with managers, supervisors, and employees from offices throughout~~
Headquarters, the Field, other Federal agencies, and other organizations within the Department.

Purpose of Contacts

Contacts are for the purpose of obtaining, providing or clarifying information, following up on status of completed studies, and explaining procedures and requirements.

Physical Demands

The work is sedentary in nature but does require walking, bending, stooping and lifting light objects.

Work Environment

The work is performed in an office setting.