

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

AS 2809

RECOMMENDED

4. TITLE Management Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 0343	7. GRADE (2) 14
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional) Kenneth Gant		

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)

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) 12/30/03	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 1-8	1550	6. Personal Contacts	Level 6-3	---
2. Supervisory Controls	Level 2-5	650	7. Purpose of Contacts	Level 7-d	280
3. Guidelines	Level 3-5	650	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-4	225	TOTAL POINTS		3690
GS-14 point-to-grade conversion range is 3605-4050			FPL=GS-14	GRADE	GS-14

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 Program Analysis Series, GS-343; and Admin Analysis Grade Eval 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//R	2. DEPT. CD/JAGCY-BUR-CD. (4)	3. SON (4)	4. MR. No. (6)	5. GRADE (2)	6. IP NUMBER (8)
-----------------------------	-------------------------------	------------	----------------	--------------	------------------

### 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)	(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) 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*)								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								
1st	2nd	3rd	4th	5th	6th	7th	8th	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 = RREG 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)
----------------------------	-----------------------

32. REMARKS

Management Analyst  
GS-343-14

## **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 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 Office Director.

## **DUTIES AND RESPONSIBILITIES**

Provides analytical studies, impact analyses and budget reports and projections to the Director upon request.

Compiles data, statistics, and other information for the office in responding to inquiries from Program offices, Congressional committees, and other Agencies or Government organizations.

Develops, implement and analyze program performance indicators for monitoring the effectiveness of resource utilization.

Participates in the development and conduct management studies and surveys that involve any and all aspects 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.

Provides guidance to management in planning, developing and coordinating FHEO Strategic Plans, Annual Performance Plans (APP), Performance and Accountability Report (PAR) and the Management Plan for Headquarters and Field Offices to meet GPRA requirements.

Conducts evaluations of field and headquarters performance in order to determine their level of achievement of stated APP and Management Plan goals. Prepare reports and

make recommendations to remedy identified deficiencies and provide technical assistance to improve performance.

Develops and provide guidance materials for Field Office staff on developing Management Plan goals and reporting performance measures to Headquarters for review.

Analyzes and evaluates, on a quantitative or qualitative basis, data from Headquarters and Field offices to ensure goals are being met.

Tracks, coordinates and report on audit findings resulting from OIG and GAO audits as well as coordinating all activity associated with resolving material weaknesses and other management deficiencies.

Conducts special cost benefits analysis, studies, reports surveys, inquiries and evaluations of FHEO internal control activities identifying deficiencies and recommending corrective actions.

Researches, develops and prepares FHEO's Inventory of Commercial Activities report that is part of the Department's risk management assessment. This reports reflects the type of function performed by HUD and describes whether services performed are inherently governmental or are activities that could be contracted out.

Coordinates the preparation and submission of the Catalog of Federal Domestic Assistance for the programs within FHEO. This document provides accurate descriptions of programs, eligibility requirements and guidance on how to apply for assistance.

Performs a variety of special assignments for the Director of a high priority relating activities within the division.

Analyzes the current or projected operations of FHEO programs to determine their effectiveness in achieving the objectives established.

Ensures inclusion of overall priorities, goals and objectives, as well as processes for final negotiations, reporting, mid-year reviews and end of year analyses.

Participate on task forces and working groups dealing with Departmental management objectives.

---

### **Knowledge Required by the Position**

Expert knowledge of qualitative and quantitative methods for assessing the improvement of program effectiveness or the improvement of complex management processes.

Ability to analyze complex operational issues including analyzing policies, management operations, communicating the findings and making recommendations for resolution.

Knowledge of the organizational structure, functions and procedures of FHEO and their relationship with other program areas of the Department.

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

Skill in planning, organizing, and directing team study work and negotiating effectively with management to accept and implement recommendations as a result of studies performed.

Expert knowledge of FHEO programs at Headquarters and the Field Office levels.

Expert skill in fact finding, analysis, research, problem solving, writing and consulting to identify problems and recommend new and significant solutions.

Expert knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations to recognize and define complex problems and generate innovative alternatives.

### **Supervisory Controls**

The employee works under the supervision of the Director Office of Management, Planning, and Budget and is subject only to administrative and policy direction concerning the analysis and evaluation of programs and issues. The employee is responsible for independently planning, scheduling, and carrying out tasks concerned with the analysis and evaluation of programs relating to the performance, effectiveness and efficiency of offices within the organization. The employee exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies, which could affect other organizational components.

Completed analysis, evaluations, and recommendations are reviewed by the supervisor only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are accepted without significant changes.

### **Guidelines**

Guidelines consist of basic administrative policies statements and management and organizational theories such as rules, regulations, and procedures governing performance management and management plan goals. These guidelines only provide a general outline therefore the incumbent must use judgment and discretion in determining, interpreting and revising the guidelines and applying to applicable situation. This may involve redefining or developing more specific guidelines or instructions to meet the needs of FHEO management. The employee is recognized as an expert in the

development and/or interpretation of guidance on study planning and evaluation of performance 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. The employee on a continuous basis conduct analytical studies and recommends methods to improve the accuracy, effectiveness, and timeliness of information submitted to several automated systems for disseminating performance information about the organization's programs to other organizational echelons and/or geographic locations. Work involves planning and administering methods and techniques to enable FHEO to carry out its mission. Decisions made by the employee could be complicated by conflicting information received. Sources of data must be cross-checked, analyzed, and interpreted by the employee to obtain accurate, relevant information.

### **Scope and Effect**

The work requires conducting region-wide studies and evaluations of performance management and management plan, which requires identifying and recommending solutions to critical problems affecting the program deficiencies and the attainment of the organization goals and objectives. Recommendations made usually result in changes in the way performance are conducted to meet the organization goals. The work is to analyze and evaluate on a monthly basis the performance of field offices on a quantitative and qualitative basis and respond to any issues that arise. The outcome of the studies could affect performance of other organizations within the Department, which has similar goals as FHEO.

### **Personal Contacts**

Contacts are with persons outside the Department, which may include contractors, state and local employees, and managers from other agencies as well as with high level personnel and managers from offices throughout Headquarters, and the Field.

### **Purpose of Contacts**

The purpose of the contacts is to consult on, negotiate, and discuss deficiencies with performance, and persuade supervisors, managers, or other officials to accept and implement findings and recommendations as a result of the studies/investigations

performed. Many issues are controversial and strongly contested, but incumbent must maintain firmness, objectivity, maturity and a high degree of professionalism in bringing difficult issues to a reasonable and sound resolution.

**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.