

REASON FOR THIS POSITION		
1. NEW <input checked="" 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 Information Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 301	7. GRADE (2) 13
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE Management Information Specialist						
11. PP (2) GS	12. SERIES (4) 301	13. FUNC.(2)	14. GRADE(2) 13	15. DATE (mm/dd/yyyy) 06/21/2004	16. I/A <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name)

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U. S. Department of Housing and Urban Development	5th Office of Information Services and Communication
2nd Office of the A/S for Fair Housing and Equal Opportunity	6th <i>Information & Communication Division</i>
3rd General Deputy Assistant Secretary	7th
4th DAS 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>Albert W. Mundy</i>	20. DATE (mm/dd/yyyy) 2-18-04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Albert W, Mundy	24. SECOND LEVEL SUPERVISOR'S NAME Karen A. Newton		
21a. SUPERVISOR'S TITLE Director, Office of Information Services and Communications	24a. SECOND LEVEL SUPERVISOR'S TITLE 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			
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	3C	180	
3. Guidelines	3-4	450	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-4	225	TOTAL POINTS		3190	
					GRADE	GS-13

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>Marlene Thrash</i>	30. DATE (mm/dd/yyyy) 8/20/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) FPL (GS-13) Ref: OPM JFS for 2200 and Misc Admin. and Program Series	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 13	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 301		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6)		5. OFF. TITLE (38) Management Information Specialist			
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 8				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) 06/21/2004	
11. EARLY RET. CD. (1) 1 = Primary 3 = Foreign Svc. 2 = Secondary 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)	
17. INTERDIS. TITLE CD. (50)											
(5)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) 0 = None 3 = SF278 1 = CD219 4 = AD392 2 = CD220 5 = SF849		3. POS. SCHED. (1) A = Sched A O = Excepted but not A, B, C B = Sched B C = Sched C		4. POS. SENS (3) IN 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 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) 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	8th	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) 06/21/2004	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 4 = Sup./Program 7 = Equipment Development Guide 2 = Impact of Person 5 = RGEG 8 = Agency Use 3 = Sup./SGEG 6 = Policy Analysis GEG 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							
3		3		3		3		3		3					
1 = Desk Audit		5 = Desk Audit		1 = No Action Req.		5 = Series Change		9 = Other							
2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade									
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade									
4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change		8 = New Pos.									
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 INFORMATION SPECIALIST
GS-301-13

INTRODUCTION:

This position is located in the Information and Communication Division, Office of Information Services and Communications within the Office of the Deputy Assistant Secretary for Operations and Management, Office of Fair Housing and Equal Opportunity (FHEO). The staff provides support, to Headquarters and field offices, on technical issues related to FHEO automated systems and hardware issues as applicable to those systems. In performing this activity, the staff assures that offices are provided necessary technology resources to carry out the duties of FHEO; works extensively with FHEO program offices to understand the automation requirements necessary to assure that systems are developed and/or engineered to support program activity and that information collected provides for accounting for workload accomplishment and translates "program jargon" to technical jargon to assure that IT (technical staff) can develop systems, applications or programs that meet the stated requirement.

The staff is also responsible for responding to all FHEO systems data related FOIA requests as well as internal requests from FHEO management concerning FHEO systems; developing and providing training for all systems/applications implementation activities as well as training staff on correspondence procedures and Departmental correspondence standards; providing on-site technical support and guidance to Office Directors tasked with responding to consent decrees issued against the Department in various litigations throughout the country; maintenance of Lotus-Notes lists for various groups to facilitate ease of communication and Internet Fair Housing page content.

The staff is also responsible for being knowledgeable of communication devices including, pager, personal digital assistant and cell-phone as well as the processes required to assign the units to individual users. Additionally, the staff is responsible for maintaining and assuring the correctness and timeliness of the FHEO Web Site.

DUTIES:

Represents the organization on project teams compiled of Equal Opportunity Specialists and Program Analysts of FHEO as well as Office of Information Technology staff. Conducts and plans projected work-processes, operational practices and needs assessment, which affect FHEO nationwide. The projects typically cut across classical information processing applications with the goal of resolving problems in the area of civil rights through the application of Information Technology.

Performs assignments concerning planning, design, development, implementation, control and coordination of a diverse set of automated processing systems of national scope, with a strong working knowledge in the management of digital computer systems.

Conducts field visits to data processing installations servicing FHEO directly and to

other organizations, which indirectly provide computer services in support of Headquarters programs to evaluate the feasibility of applying automated techniques in support of civil rights programs. This requires a working knowledge of the technical characteristics of

computer hardware and software, including application software, data representations and operating systems.

Provides technical assistance and technical guidance to all FHEO offices regarding packaged software, application software, communications and hardware issues. Also, conducts and/or coordinates training for FHEO Headquarters and field staff usually as automated systems are implemented.

Provides identification of problems and specific issues throughout FHEO and the field and conducts preliminary analysis of systems to help determine the nature of requirements, logical work and information flows and whether ADP technology should be implemented.

Evaluates alternatives means for completing data processing projects, such as the use of mini and microcomputers, mainframe, the Internet Local Area Networks (LAN) or Wide Area Networks (WAN). Develops and implements innovative computer techniques for use in support of management information systems including "user friendly" techniques to encourage more efficient and effective completion of compliance reviews and investigations.

Serves FHEO offices regarding the positing of web site programmatic content with emphasis on correctness. Also responsible for assuring that Departmental guidelines and formats are in compliance.

Factor 1 - Knowledge Required

Knowledge of data processing theory, concepts and practices, and skills and abilities for applying this knowledge to assignments involving computer software and hardware used by the Department and external organizations providing computer services in support of fair housing programs. The incumbent must possess a reasonable degree of technical knowledge about computer software and hardware enabling him/her to select efficient and effective data processing methods for use in meeting administrative and programmatic needs in a wide variety of data processing environments, including the use of various kinds of equipments, software, machine-readable media, and computer languages. Technical knowledge is required for planning and coordinating the efforts of one or more data processing activities located in more than one geographical area.

Knowledge of Microsoft Excel, Word and PowerPoint provided in the suite of the Department microcomputer platform. Additionally, must be knowledgeable of web positing and editing software used by the Department.

Knowledge of recent trends and current developments in the data processing, auditing and investigative professions which affect the effectiveness with which data processing techniques can be used to meet audit and investigative needs.

Continued growth in knowledge of the complexities of civil rights authorities including the Fair Housing Act, Title VI, Section 504, Age, Section 504, and the Americans with Disabilities Act (ADA) particularly as each applies to automation.

Knowledge of pertinent computer equipment and characteristic of general and special-purpose equipment used within HUD and at other data processing installations, which provide services in support of fair housing programs.

Factor 2 - Supervisory Controls

The Management Information Specialist, experienced in applying data processing concepts, methodologies and in working within a broad range of defined assignments, plans and carries out a variety of assignments with guidance on project objectives.

Incumbent develops the techniques necessary to carry out assignments, resolves conflicts which arise, coordinates work with others, responds to management priorities and changes in the data processing environment.

Supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or expected results. The use of data processing techniques are considered technically authoritative and the best possible alternative under current conditions.

Factor 3 - Guidelines

Guidelines include professional data processing texts; Federal Information Processing Standards established by the National Bureau of Standards; Handbook and Operating documents which describe the Department's like the Department's System Development Methodology and other entities data processing installation's policies, procedures and, methods. In addition, the guidelines also include system development documentation on any of the Department's automated systems such as Functional Requirements Documents, Systems Specifications, Computer Program Specifications, Test Plans, Conversion Plans, User's Handbooks, Terminal Operator's Handbooks, and Computer Operation Guides.

The incumbent uses the concepts and techniques presented in the guidance described above to identify the techniques that can most effectively be applied to civil rights or investigative matters involving the use of data processing. While the goals to be achieved are usually clear, the incumbent must exercise considerable resourcefulness in identifying the most effective and efficient techniques for meeting the specific objectives, and planning projects, and executing steps to obtain the desired results. The incumbent must suggest unique processing approaches, and alternative methods for meeting the objectives

based on the availability of existing data, software and hardware.

Similarly the incumbent must be familiar with various civil rights regulations and policies which provide an operational framework for defined applicable processes describing the overall procedures for the operational program.

Factor 4 - Complexity

Work at this level is characterized by broad assignments involving the whole gamut of FHEO programs. The incumbent may perform work on any of the automated systems used by the organization. Decisions on which systems can be used to meet the desired objectives, and the most effective techniques available to achieve the objectives frequently require probing and analysis.

Analyses are required to develop the most effective techniques for meeting the objectives within short timeframes. This frequently requires integrating various types of hardware and software to resolve technical matters, and closely coordinating project activities with key data processing professionals within FHEO and the Department.

Factor 5 - Scope and Effect

The incumbent's work has an effect on the manner in which FHEO conducts its automated programs enabling the Office to save resources in the conducting of audits and enabling the Office to more easily identify problem areas requiring management improvements. The work affects the functioning of standardized applications for programs and consequently a wide variety of subject matter functions carried on throughout the department. His/her efforts make it possible to conduct tests effectively and efficiently of the organization's operations using the computer that would not be practicable otherwise.

Factor 6 - Purpose of Contacts

The incumbent's personal contacts primarily include daily contacts with a wide variety of individuals, including data processing experts within the Office of Information Technology and computer professionals in outside organizations, equipment and software vendors, and program managers within FHEO.

Factor 7 - Purpose of Contacts

The incumbent must occasionally justify, defend, negotiate, or settle matters involving significant or controversial issues. At this level the incumbent attends meetings to accomplish such goals. The persons contacted have diverse viewpoints, goals, and objectives concerning the issue or problems of the Department. The incumbent must gain an understanding of the problems; develop suitable long and short-range alternatives for resolving them. The incumbent must also coordinate project efforts to achieve solutions that will meet the organizational needs. In addition, the incumbent is

expected to advise management on the long range changes needed in the organization's data processing plans and policies, as required.

Factor 8 - Physical Demands

The work is primarily conducted at the Washington Headquarters; however, numerous site visits throughout the nation are necessary to ensure timely completion of data processing projects. The work is primarily sedentary.

Factor 9 - Work Environment

The work is performed in a typical office setting. Special safety precautions are not required.