

REASON FOR THIS POSITION

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

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE: Program Analyst

5. PAY PLAN (2): GS

6. SERIES (4): 343

7. GRADE (2): 15

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional): Jacobs

OFFICIAL

10. TITLE: Program Analyst

11. PP (2): GS	12. SERIES (4): 343	13. FUNC.(2):	14. GRADE(2): 15	15. DATE (mm/dd/yyyy): 06/16/2004	16. I/A: <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name): M.D. Thrash
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing & Urban Development	5th
2nd Office of the AS for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Office of Field Oversight	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>Waite H. Madison</i>	20. DATE (mm/dd/yyyy):	22. SECOND LEVEL SUPERVISOR'S SIGNATURE:	23. DATE (mm/dd/yyyy):
21. SUPERVISOR'S NAME: Waite H. Madison		24. SECOND LEVEL SUPERVISOR'S NAME: Floyd O. May	
21a. SUPERVISOR'S TITLE: Director, Office of Field Oversight		24a. SECOND LEVEL SUPERVISOR'S TITLE: General Deputy Assistant Secretary for FHEO	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-9	1850	6. Personal Contacts		
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	3D	280
3. Guidelines	3-5	650	8. Physical Demands	8-1	5
4. Complexity	4-6	450	9. Work Environment	9-1	5
5. Scope and Effect	5-6	450	TOTAL POINTS		4340
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: <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-15 Ref: OPM PCS for 343 dtd 8/90; Admin. Anal. 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	2. DEPT. CD/AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 15	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 343		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6)		5. OFF. TITLE (38) Program Analyst					
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 8		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) 06/16/2004	
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)	(4)	
17. INTERDIS. TITLE CD. (50)		(5)	(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) 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)										
1st	2nd	3rd	4th	5th	6th	7th	8th	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) 06/16/2004			
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				9 = Other						
1 = Desk Audit		5 = Desk Audit		1 = No Action Req.		5 = Series Change		2 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade		7 = Pos. Downgrade				
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade		4 = PME/Activity Rev.		8 = New Pos.		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																		

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

POSITION: Program Analyst, GS-343-15

ORGANIZATIONAL LOCATION: Office of the Assistant Secretary for Fair Housing and Equal Opportunity, General Deputy Assistant Secretary, Office of Field Oversight.

INCUMBENT:

REFERENCE: OPM PCS for Management and Program Analysis Series, GS-343 TS-98 August 1990; and Administrative Analysis Grade Evaluation Guide, TS-98 August 1990

BACKGROUND: This position is located in the Office of the Assistant Secretary for Fair Housing and Equal Opportunity, General Deputy Assistant Secretary, Office of Field Oversight. The Office is the primary point of contact between the field and FHEO Headquarters. The Office is responsible for advising and assisting the General Deputy Assistant Secretary (GDAS) on all matters relative to the implementation of FHEO Programs and activities in the Regional and Field Offices, including coordinating Regional and Field requests and responses, analyzing performance data, and providing input to assist in the evaluation of the performance of Regional FHEO Directors. The office is also responsible for communicating to the field FHEO policies that are developed by the Headquarters program offices.

TITLE/SERIES DETERMINATION: The primary purpose of this position is to evaluate and monitor field operating policies and procedures to ensure that they are responsive to the broad objectives of FHEO. This includes the conduct of studies, research, and analysis of reports relative to the impact and effective implementation of FHEO programs in the field.

The series definition of the GS-343 states "This series includes positions that primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both".

Subject position equates to the series definition of the GS-343 series.

Nonsupervisory positions primarily involved in planning, analyzing and/or evaluating the effectiveness of line or operating programs are titled Program Analyst.

Subject position is nonsupervisory in nature and equates to the definition for Program Analyst.

Program Analyst, GS-343.

**PROGRAM ANALYST
GS-343-15**

INTRODUCTION

This position is located in the Office of the Assistant Secretary for Fair Housing and Equal Opportunity, General Deputy Assistant Secretary, Office of Field Oversight. The Office is the primary point of contact between the field and FHEO Headquarters. The Office is responsible for advising and assisting the General Deputy Assistant Secretary (GDAS) on all matters relative to the implementation of FHEO Programs and activities in the Regional and Field Offices, including coordinating Regional and Field requests and responses, analyzing performance data, and providing input to assist in the evaluation of the performance of Regional FHEO Directors. The office is also responsible for communicating to the field FHEO policies that are developed by the Headquarters program offices.

The incumbent is responsible for advising the Office Director on all matters relating to the implementation of FHEO programs and activities and coordinating provision of technical assistance related to enforcement program operations and compliance matters in consultation with the Office of Enforcement and Office of Programs.

MAJOR DUTIES AND RESPONSIBILITIES

Represent the Director in the negotiation of performance goals with HUD Director and FHEO/Program Assistant Secretaries. The incumbent exercises extensive independent judgment in approving acceptable levels of performance for each Field Office.

Evaluates and monitors field operating policies and procedures to ensure that they are responsive to the broad objectives of FHEO. This includes the conduct of studies, research, and analysis of reports relative to the impact and effective implementation of FHEO programs in the field.

Provides direct technical assistance to the Field Offices relating to policy decisions, policy interpretations, new procedures and priorities.

Evaluates national work measure standards for FHEO based on studies and research conducted in the Field Office utilizing extensive knowledge of program regulations and field implementation of program requirements.

Maintains performance records and monitors progress against compliance with FHEO objectives, policies, and procedures.

Monitors and analyzes enforcement goals and activities and report FHIP/FHAP monitoring activities.

Participates in the negotiation of performance goals with regional and field staff. Exercises independent judgment in approving acceptable levels of performance.

Evaluates national work measure standards for FHEO based on studies and research conducted in the Field Office utilizing knowledge of program regulations and field implementation of program requirements.

Develops FHEO Management Plan and ensures inclusion of overall priorities, goals and objectives, as well as, processes for final negotiations, reporting, mid-year reviews and end-of-year analyses.

Makes recommendations of acceptable workload accomplishments in field offices based on knowledge of the operation of FHEO programs.

Participating in the performance evaluation review process, including coordinating the Quality Management Review and Quality Assurance Review (QMR/QAR) processes.

Serves as the FHEO Team Leader for the Quality Management Review Program. The QMR is a broad management and operational review program that sets standards, assesses performance, determines efficiencies and deficiencies, and makes changes and improvements within FHEO's Field offices. The incumbent reviews and evaluates performance and results of field operations; provides on-site technical assistance, as needed; establishes quality management controls for more effective program operations; identifies and develops corrective solutions for each field office; identifies and shares exemplary management/operational practices throughout the organization and assesses customer satisfaction. The incumbent prepares written reports after each QMR. The incumbent prepares a summary report of all the findings, observations and exemplary practices at the end of the fiscal year.

The incumbent conducts limited on-site QARs of FHEO field offices. The incumbent determines the effectiveness of field operations; reviews and evaluates performance. The incumbent performs case reviews and conducts interviews with the FHEO staff, other program Directors, customers and clients. The incumbent prepares written reports after each QAR for the Assistant Secretary, General Deputy Assistant Secretary and the Deputy Assistant Secretaries.

Attends meetings of Directors of FHEO regional offices. Presents findings of close-out sessions of regional FHEO performance reviews and/or QMR/QAR.

Serves as advisor to the Director on the implementation of the FHEO programs in the field.

Serves as the Acting Director in the absence of the Director.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Mastery knowledge of advanced management and organizational functions, processes, principles, methods and procedures used to gather, analyze and evaluate information concerning management/program organizational operations.

Ability to conduct studies (concurrently or in sequence) that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignment delegations of authority, management controls, information and documentation systems, and similar functions.

Knowledge of the principles and concepts of the field of civil rights including a thorough knowledge of relevant laws and legal principles, sociological implications, and history of the field; and broad knowledge of the Federal, State and local government administrative processes by which civil rights laws are implemented; and skill in developing significant new knowledge through research.

Outstanding skill and ability in applying the knowledge to deal with the complex questions relating to the administration of the numerous and varied civil rights mandates administered by the Assistant Secretary of FHEO.

Comprehensive knowledge of laws affecting HUD programs including an understanding of the underlying principles related to their enforcement.

Highly developed skill in fact finding, analysis, to formulating and presenting recommendations, negotiating resolutions of strongly contested issues, in oral and written communication.

Knowledge and skill sufficient to plan, organize and direct national program/projects necessary to reduce discrimination in housing.

Manifested ability to provide guidance and technical assistance to lower level staff as required in their implementation of diverse and complex assignments related to the fair housing program and performance management.

FACTOR 2: SUPERVISORY CONTROLS

Assignments are in terms of broadly stated objectives or goals to be achieved. Under the general direction and guidance of the Director, the incumbent independently plans, design and carries out his/her activities selecting his/her own methods and defining the scope of the assignments. Work results are accepted as technically authoritative and review is minimal in terms of goal objectives, programs and policy. The incumbent must perform all duties with minimal supervision.

FACTOR 3: GUIDELINES

Guidelines are broadly stated, nonspecific, and the incumbent performs independent research using his/her own methodology in reaching his/her finding and in recommending programs and/or policy changes. Incumbent uses a high degree of judgment and ingenuity in applying general guidelines to product new knowledge and insight into fair housing issues. The incumbent must identify, collect and analyze information, draw conclusions and make recommendations that will affect the administrative enforcement of Federal Fair Housing Laws on a nationwide basis.

FACTOR 4: COMPLEXITY

Incumbent must interact with key HUD Officials and must plan, and direct assignments involving highly complex and nationwide issues of a fundamental or precedent setting nature. In many instances, the problems involve a unique combination of facts, conditions and issues. Decisions regarding what needs to be done must be made in the context of ambiguous and complicated conditions resulting from conflicts in laws, policies being enforced.

The incumbent must direct and conduct his/her work assignments and recommend decisions on highly complex and broad problems. In many instances the problems involve a unique combination of fact, conditions and issues, which may have a major precedent- setting effect in the area of Fair Housing and Equal Opportunity. They require an in-depth analysis of civil rights laws and authorities and involve multiple, complex and interrelated issues. The incumbent is called upon to determine the nature and scope of the problem, its cause and the appropriate Departmental response.

FACTOR 5: SCOPE AND EFFECT

The incumbent's work result in the development of new knowledge and procedures in the field of Fair Housing and equal Opportunity and the development of policy recommendations based on this knowledge. The result of the incumbent's work affect the formulation of policy and the direction for other actions or studies. Completion of assignments is vital to the Department's equal opportunity in housing mission, which particularly affect the fair housing practices of Federal, State and local governmental and public and private organizations and institutions across the nation.

FACTOR 6: PERSONAL CONTACT

Personal contacts are with officials from both inside and outside of the Department at national levels. There are no rules or set guidelines for these contacts and each is different and dependent upon the purpose of the contact.

FACTOR 7: PURPOSE OF CONTACTS

The purpose of the contacts is to discuss and work out solutions to systemic problems. Contact also made to interview persons and discuss issues or programs to obtain information and opinions from individuals or representatives of public and private organizations having substantial interest in fair housing issues.

FACTOR 8: PHYSICAL DEMAND

Work requires participation in meetings and negotiation sessions for long period of time. The duties are frequently performed under stringent time constraints

FACTOR 9: WORK ENVIRONMENT

Work is generally performed in offices, in safe and comfortable work areas. Extended and frequent travel may also be required.