

**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: Supervisory Management Information Specialist

5. PAY PLAN (2): GS 6. SERIES (4): 301 7. GRADE (2): 15

8. WORKING TITLE (Optional): 9. INCUMBENT (Optional):

**OFFICIAL**

10. TITLE: Supervisory Management Information Specialist

11. PP (2): GS	12. SERIES (4): 301	13. FUNC.(2)	14. GRADE(2): 15	15. DATE (mm/dd/yyyy): 06/17/2004	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 and Urban Development	5th Office of Information Services and Communication
2nd Office of the AS 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>Karen A. Newton</i>	20. DATE (mm/dd/yyyy): 1/2/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE: <i>Floyd O. May</i>	23. DATE (mm/dd/yyyy): 2/3/04
21. SUPERVISOR'S NAME: Karen A. Newton		24. SECOND LEVEL SUPERVISOR'S NAME: Floyd 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			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

**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: GSSG Evaluation Attached	33. OPM CERTIFICATION NUMBER:

# MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

### A. KEY DATA

1. FUNCTION (1) A   A/C/D/I/R	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) 301		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6)		5. OFF. TITLE (38) Supv. Management Information Spec.			
6. HQ. FLD. CD (1) 1   1 = HQ 2 = FLD		7. SUP. CD. (1) 1   1 = Sup. SGEG 5 = Mgmt. CSRA 3 = Mgr. SGEG 6 = Leader LGEG 4 = Sup. CSRA 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) 06/17/2004	
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)											
17. INTERDIS. TITLE CD. (50)											

### C. INDIVIDUAL POSITION

1. FLSA CD. (1) E   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 B = Sched B not A, B, C 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 B = Lower Grade D = Different title and/or No Vacancy C = Higher Grade Series A = No Change 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) 8888		15. DATE LAST AUDIT. (mm/dd/yyyy)		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 06/17/2004	
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   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   1 = Desk Audit		5 = Desk Audit		3   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															