

**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"/>
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**POSITION DESCRIPTION COVER SHEET**

**RECOMMENDED**

4. TITLE Economist	5. PAY PLAN (2) GS	6. SERIES (4) 0110	7. GRADE (2) 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

**OFFICIAL**

10. TITLE ECONOMIST						
11. PP (2) GS	12. SERIES (4) 0110	13. FUNC.(2)	14. GRADE(2) 14	15. DATE (mm/dd/yyyy) 05/05/2004	16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) William A. Boykins

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st U.S. Department of Housing and Urban Development	5th
2nd Assistant Secretary for Public and Indian Housing	6th
3rd DAS for Public Housing and Voucher Programs	7th
4th Office of Housing Voucher Programs	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>Deborah Hernandez</i>	20. DATE (mm/dd/yyyy) 04-12-04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>William O. Russell</i>	23. DATE (mm/dd/yyyy) 04-12-04
21. SUPERVISOR'S NAME Deborah Hernandez	24. SECOND LEVEL SUPERVISOR'S NAME William O. Russell		
21a. SUPERVISOR'S TITLE Director, Office of Housing Voucher Program	24a. SECOND LEVEL SUPERVISOR'S TITLE Deputy Assistant Secretary, Office of Public Housing and Vou		

**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	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>William A. Boykins</i>	30. DATE (mm/dd/yyyy) 05/05/2004
31. NAME William A. Boykins	31a. TITLE Human Resources Specialist

32. REMARKS FPL=14; FLSA=E; BUS CODE=0015; OPM PCS for Economist Series, GS-0110, WCPS-2; 08/02	33. OPM CERTIFICATION NUMBER *see eval for grade determ
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**Office of Public and Indian Housing  
Office of Housing Voucher Programs**

**Economist  
GS-0110-14**

**Introduction**

The Office of Housing Voucher Programs is responsible to the Secretary on overall Departmental policy of the voucher program. This responsibility includes analyzing and recommending new and revised policies and programs; developing and administering a program evaluation system; providing economic intelligence and analyses for HUD uses; developing and implementing research and development efforts; directing the administration of technical and experimental studies; and serving as the focal point within the Office of Housing Voucher Programs for coordination of research and program evaluation with other Departments, public and private organizations, and the housing industry and financial markets.

The Office of Housing Voucher Programs, is responsible for providing economic intelligence for the use of the Department; analyzing the economic and financial aspects of legislative proposals and Department policies; assessing costs of alternative solutions to the housing voucher program, as well as their interrelationship with Department programs and the national economy. It is principally concerned with the economic and social factors together with the operation and effects of alternative mechanisms, institutions, and rules, which influence choices of how and which individuals secure vouchers to purchase, or rent properties. In particular, the incumbent is responsible for researching voucher program issues; analyzing trends in the rental markets; analyzing rents in the primary and secondary market; producing projections from financial simulation models and evaluations in support of policy development of the voucher program; assessing the economic impact of legislative proposals relating to voucher programs; conducting special studies of voucher programs; analyzing issues related to the voucher programs; and implementing research programs to aid consumers in acquisition affordable housing costs.

In addition to serving in an advisory role to the Department's operational staff located in the Offices of Housing Voucher Programs, the individual serves the Department with policy analyses and development and conducts both contract and in-house research as well as program and policy evaluations. The incumbent performs a wide range of analyses including analyses intended to measure and evaluate performance and/or improve operational efficiency of voucher programs. In particular, the incumbent provides economic expertise to improve the Office's ability to measure and track the impact of its activities on performance objectives.

The incumbent in this position reports directly to the Director, Office of Housing Voucher Programs.

## **Duties**

The Economist will assist the Director and other staff members in carrying out the responsibilities of the Office of Housing Voucher Programs. Specifically, the incumbent will have the duties listed below, for the four functions that the Division performs.

1. The incumbent prepares research designs for economic and quantitative analyses related to topics in the voucher program as outlined above. The research design must identify and address the most important policy issues associated with the topic; it must be methodologically sound and feasible with respect to data collection. With respect to this function, the incumbent will:
  - a) Develop research designs for answering a series of important policy questions in an economic analysis related to topics in the voucher program and performance measurement as outlined above. Each question may require a separate methodology or some of the questions may be sufficiently interrelated to permit a common methodology. The research design must employ the best econometric methodology and frequently may require innovative and creative extension of previously used techniques.
  - b) Obtain input from program staff or outside experts into the research designs and explain to program staff or outside experts how the research design will answer the policy relevant questions.
  - c) Provide the Director or other staff members with practicable alternatives if existing data are not well suited to a particular task or tasks.
  - d) Advise the Director or other staff members as to whether the research associated with the particular task or tasks will address the most important policy issues associated with the topic being analyzed.
2. The incumbent carries out economic analyses in accordance with prepared research designs on topics related to housing voucher programs and performance measurement as outlined above. This involves data collection and analysis, occasional contract funding, and obtaining operational knowledge from program and field office personnel and from experts-outside of the Department. With respect to this function, the incumbent will:

- a) Lead or participate in the execution of a sophisticated research design, frequently involving several related studies. The various research studies will generally involve advanced statistical and econometric analysis, the use of computer software, and advanced finance, urban economics or public finance theory. Occasionally provide innovative adaptations of existing econometric methodology to answer research questions.
  - b) Obtain relevant program, information from program or field office personnel or experts outside of the Department.
  - c) Synthesize and provide interpretations of research findings to the Director or other staff members and assure that all findings are factually accurate.
  - d) Serve as GTR or GTM on contract studies associated with the economic analysis.
3. The incumbent through the Director of Housing Voucher Programs, makes policy recommendations on the basis of its economic analysis findings to the Assistant Secretary and higher Department officials. With respect to this function, the incumbent will:
- a) Write technical reports on findings of research tasks associated with an economic analysis with special emphasis on describing and assessing the adequacy of the methodology and data employed.
  - b) Relate the findings to the policy issues raised by the economic analysis.
4. The incumbent assists the Director, Deputy Assistant Secretary and the Assistant Secretary by providing support to special work groups, both intra-Departmental and inter-Departmental. The incumbent will serve as a member of such groups in his area of expertise.

The incumbent will normally divide his time among the above functions in *the* following manner; 30%, 40%, 25%, 5% respectively. The incumbent will be expected to take an active interest in the economic analysis projects being conducted by other staff members and to contribute to the refinement of those projects. The incumbent will also be expected to continue his or her professional development by being cognizant of the latest developments in economic analysis methodology, relevant economic theory, and statistical techniques.

## **Supervision**

The incumbent reports directly to and receives general policy direction from the Director of Housing Voucher Programs. The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in economics is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others; and interpreting policy on own initiative in terms of established objectives. In some assignments the employee will determine the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting Office requirements or expected results.

## **GUIDELINES**

Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

The incumbent uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside of HUD, including housing authorities, industry group leaders, and housing policy experts. The incumbent reviews, proposed legislation and drafts regulations on voucher program issues. The incumbent is recognized as an expert in the area of civil statistics, and all related aspects thereof.

## **COMPLEXITY**

The nature of the work involves complex technical skills and unusual solutions. The incumbent performs duties involving management and analysis of complex scenarios and problems in the arena of statistics. Assignments are usually without precedent, of long duration, and of such scope that they frequently require a team effort. Such work requires consideration of the immediate as well as long-range effect of proposed actions on the operation of PHAs, and HUD programs.

## **SCOPE AND EFFECT**

The Incumbent is responsible for coordinating technical and financial data needs related to energy, resource, and utility conservation between HUD offices and public housing stakeholders. Most work products will be circulated widely within

or outside of HUD and must be of the highest professional quality. The incumbent will often participate in cross-functional teams.

### **PERSONAL CONTACTS**

Contacts will include HUD headquarters and area office staff, other federal agencies, public housing agencies, non-profit development entities, research organizations, and officials from state and local governments.

### **PURPOSE OF CONTACTS**

Contacts are made to collect data, to clarify reporting and survey responses, and to respond to queries by public housing stakeholders,

### **PHYSICAL DEMANDS**

The work is primarily sedentary, although some physical effort may be required.

### **WORK ENVIRONMENT**

The work is performed in an office setting. Nationwide travel is required, approximately **25 percent** of the time.