

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) 0301	7. GRADE (2) 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE MANAGEMENT INFORMATION SPECIALIST						
11. PP (2) GS	12. SERIES (4) 0301	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 Program Support Division
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	FL 1-8	1550	6. Personal Contacts	FL 6 and 7	3-c	
2. Supervisory Controls	FL 2-5	650	7. Purpose of Contacts	combined	180	
3. Guidelines	FL 3-5	650	8. Physical Demands	FL 8-1	5	
4. Complexity	FL 4-5	325	9. Work Environment	FL 9-1	5	
5. Scope and Effect	FL 5-5	325	TOTAL POINTS		3690	
					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	33. OPM CERTIFICATION NUMBER *see eval for grade deterr
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**Office of Public and Indian Housing
Office of Public Housing and Voucher Programs
Office of Housing Voucher Programs
Program Support Division**

**Management Information Specialist
GS- 301-14**

Introduction

The Program Support Division is located within the Office of Housing Voucher Programs, under the Assistant Secretary for Public and Indian Housing. The incumbent performs under general supervision of and reports directly to the Director, Program Support Division. The incumbent serves as a senior management information specialist, system analyst, and technical systems expert in the Office of Housing Voucher Programs. In this role the incumbent confers with users to define and formulate logical statements of business problems and devise procedures for solutions.

Major Duties

Has responsibility for a user area or major system or systems within the Office of Housing Voucher Programs. Analyzes and specifies requirements for hardware and software needs for special purpose computers dedicated to assigned user organizations. Performs in-depth analysis of the existing system, both manual and automated; anticipates inferences needed by the unspecified system requirements and/ or capabilities.

Performs or directs all stages in the automation process from initial requirements through system implementation. Closely works with the end user to produce the appropriate functional requirement documents.

The incumbent serves as a project leader in the development of new systems, maintenance, and modifications to existing systems for the Office of Housing Voucher Program. Develops and monitors overall project plans that identify milestones, tasks necessary to accomplish milestones, milestone deadlines, and relationships between the tasks, project deliverables, constraints, and responsible persons. Evaluate the effectiveness of systems, procedures, and methods used to safeguard data privacy in the assigned systems.

Participation in user conferences with program managers and other responsible officials to discuss ongoing and future projects, IT requirements, and any other IT related problems.

Reports to the Director, Program Support Division, or other affected project leaders, in frequent intervals on the development, general process, and/or other

matters of interest. Is involved in the formulation and explanation of proposals and recommendations to user management officials to promote understanding and acceptance of new systems or changes to existing systems. Adjusts or coordinates in-progress work and project schedules to accommodate changes in user requirements and priorities.

Conducts or directs studies oriented toward; incorporating new capabilities, consolidating and integrating ongoing processes, improving interfaces with related systems, devising the application of enhanced data collection, upgrading the overall effectiveness and efficiency of automated processes.

Manages assigned development projects. Is responsible for implementation of state-of-the-art practices, techniques, and methodologies in all stages in IT system lifecycle. Ensures system responsiveness to business requirements, efficiency and cost-effectiveness of system designs and usage of hardware, accuracy of project planning and budget estimation, and timeliness of project completion.

Attends with, or represents the Division Director at meetings with program office officials to discuss new regulations, to provide authoritative information and advice concerning automated data processing, to furnish accurate and realistic time, cost, and manpower estimates and reasonable predictions of practical success or outcome, and to advance sound bases for resolution of differences.

Maintains a continuing review of all automated data processing, database administration and office information systems. Keeping abreast of current developments in PIH functional areas, equipment, processing techniques, and other methods, for purposes of making recommendations or suggestions concerning new applications, additions, deletions or replacement within HUD's configuration. Included are problem identification and analysis, procedural and operating instructions, cost studies, forms design, programming techniques and practices, input and output definitions, etc.

Responsible for ongoing monitoring and evaluating the progress of contractual work and the quality of end-products. Is responsible for monitoring all contract procurement and administration within the Division, and for ensuring Division adherence to applicable statutes, policies, and procedures.

Factor 1 - Knowledge Required by the Position

Expert knowledge of the state-of-the-art practices, techniques, and methodologies applicable to planning, developing, implementing, and evaluating IT systems to ensure development of efficient systems that are responsive to user requirements.

Expert knowledge of current functions and capabilities of IT hardware, software, and teleprocessing to be able to advise users and managers of available and desirable opportunities for automation and alternatives for solutions to problems.

Knowledge of functions and responsibilities of user organizations to provide service.

Expert knowledge of current developments in IT systems management theory including appropriate supervisory and management techniques to ensure efficient and timely compilations of projects.

Knowledge of federal, Departmental, and office regulations and procedures to develop and annual budget recommendation appropriate to the requirements of assigned user organization and in conformance with existing constraints and priorities.

Expert knowledge of modern project planning and resource allocation techniques and methodologies ensure administration of the Group's annual budget within approved limits.

Knowledge of current federal, Departmental, and Office procedures and regulations for contract procurement and administration.

Knowledge of characteristics and capabilities of utility and commercial off the shelf (COTS) software, Visual Basic, MS Access, MS Excel, Sybase SQL, Java, J2EE, database managements systems and other development packages available at HUD.

Knowledge of current federal, Departmental, and Office regulations, policies, and procedures for personnel management, including performance evaluation, career development, and Affirmative Action programs to ensure maximum productivity.

Expert knowledge of the procedures and techniques for effective written and oral communication.

Factor 2 - Supervisory Controls

This position is under the general supervision of the Director, Program Support Division. Objectives are outlined in broad terms; the incumbent is expected to use initiatives in defining, planning, and controlling projects and procedures to attain these objectives. Work is evaluated in terms of overall adequacy in meeting objectives.

Factor 3 - Guidelines

General policy and procedural standards (Federal, Departmental, and Office - wide) exist, employee is required to apply these standards and techniques, and unprecedented situations and problems, defining and implementing creative solutions to managerial, administrative, and technical problems within the office.

Factor 4 - Complexity

The projects managed by the incumbent include all phases in the IT systems lifecycle from the evaluation of processes for potential automation through implementation, evaluation, and maintenance. System development and maintenance must accommodate frequent and unpredictable legislative changes, as well as new or modified policies and procedures. All assignments are expected to be completed in accordance with sound design and development methodologies and procedures.

Factor 5 - Scope and Effect

The work of the Division in planning, developing, and implementing current and long-range IT services is central to the mission of PIH. The services provided involve the use of computers of various sizes with multi-user terminal access and teleprocessing. User organizations provided services by the Division include offices in Headquarters and in Field Offices throughout the country. Applications include Financial Management systems that control several billion dollars of program and support functions, national public housing programs, and research and statistical analysis projects used to develop program policy and to properly allocate funding.

Factor 6 - Personal Contact

Personal contacts are with all levels of personnel at Headquarters, Field Offices, other federal agencies, state and local government agencies, private organizations, contractors, and professional associations. The incumbent serves as liaison for PIH users of IT services providing advice on development and execution of automation plans.

Factor 7 - Purpose of Contracts

The purpose the these contacts includes advising high level officials of PIH on the feasibility of major proposed systems requiring large expenditures of resources and having agency - wide impact on policies and procedures, justifying and defining resource requirements for annual budget formulation, and influencing development of IT policies and procedures within and outside of HUD. Consults with contractor personnel to resolve problems in provision of support, to set the priorities among tasks, and to ensure efficient completion of

tasks. Consults with management level personnel of outside agencies to plan and execute cooperative projects and to contribute to the development of interagency policies and procedures. At this level the employee typically is concerned with high - visibility, unique, or sensitive projects and long - range issues or problems. Tact, mature judgment, and cooperation are required in personal contact with systems sponsors and users at line and management levels.

Factor 8 - Physical Demands

The work is sedentary. No special physical, demands are required to perform the work.

Factor 9 - Work Environment

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