

POSITION DESCRIPTION  
COVER SHEET

REASON FOR THIS POSITION		
<input checked="" type="checkbox"/> 1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

RECOMMENDED					
4. TITLE Management Analyst			5. PAY PLAN GS	6. SERIES 0343	7. GRADE 12
8. WORKING TITLE (Optional)			9. INCUMBENT (Optional)		

OFFICIAL						
10. TITLE						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A
GS	0343		09	MONTH	DAY	YEAR
				<input type="checkbox"/> Yes <input type="checkbox"/> No		17. CLASSIFIER

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st	5th
2nd	6th
3rd	7th
4th	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>Annette Hancock</i>	20. DATE 3/22/05	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Annette Hancock</i>	23. DATE 3/22/05
21. SUPERVISOR'S NAME AND TITLE Annette E. Hancock Deputy Chief Procurement Officer		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

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			27. TOTAL POINTS ▶		27. 0	
					28. GRADE ▶	28.

**CLASSIFICATION CERTIFICATION**  
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE
31. NAME AND TITLE	
REMARKS	33. OPM CERTIFICATION NUMBER

**OFFICE OF THE CHIEF PROCUREMENT OFFICER  
DEPUTY CHIEF PROCUREMENT OFFICE**

**POSITION DESCRIPTION  
MANAGEMENT ANALYST  
GS-0343-12**

**I. INTRODUCTION**

This position is located in the Office of the Chief Procurement Officer (OCPO) of the Department of Housing and Urban Development (HUD). OCPO is responsible for all Departmental procurement activities in support of HUD's operations and program requirements. This includes providing the necessary procurement support to achieve the Department's programmatic goals through the award and administration of contracts, purchase orders, and interagency agreements; development and implementation of Departmental policies, standards, and procedures for an effective contracting program; and, to ensure that HUD receives good value for the funds expended.

The incumbent of this position serves as a **Management Analyst** to the Associate Director within the office of the Deputy Chief Procurement Officer (DCPO), performing a variety of duties as a member of the Customer Service and Human Relations Support Staff. This will require a thorough acquaintance with Departmental programs and organizations; ability to coordinate the internal management of resources available to OCPO for assigned programs and functions. This includes, but is not limited to, managing personnel/staffing functions, preparing budget submissions, coordinating all aspects of Headquarters technical training, coordinating records and forms management, space planning and all other administrative services to support the organization.

**II. DUTIES AND RESPONSIBILITIES**

1. Must be able to maintain confidentiality on all issues that relate to the organization and staff, and exercises tact and good judgment to protect the integrity of this information.
2. Coordinates OCPO personnel and staffing functions with the Associate Director, CPO, DCPO, Deputies, Office Directors, and the Office of Human Resources, and Administrative Officers, and prepares required documentation.
3. Maintains and prepares OCPO Budget reports in response to Budget Calls. This includes collecting budget data externally from program offices and internally from OCPO offices, operating groups; and tracking Status of Funds. Confers with Office Directors to assure comprehensiveness, clarity, consistency and conformity with the Department's budget policy, and to ensure that adequate justification is provided to support budget estimates.
4. Conducts and/or participates in special projects, reviews and analyses of emergent and long-term management issues; assimilates data and provides periodic and special management information reports; develops appropriate plans for implementation of results.
5. Conducts research on Departmental programs, audit reports, management studies, organization and functional responsibilities and gathers information and data to support a variety of program decisions, public statements, and printed information.

6. The incumbent must possess the ability to write and communicate well; make oral presentations, often with little notice or time for preparation; relate easily to all levels of employees; exercise sound judgment and initiative; be creative, imaginative and resourceful and yet be flexible, understanding and sympathetic.
7. Provide advisory services to OCPO officials for office service functions; including, but not limited to:
  - records management
  - personnel
  - training
  - safety
  - travel
  - mail systems
  - telephone services
  - equipment servicing
  - space/property management
  - printing and duplicating services
  - correspondence control
  - procurement of office supplies and equipment, and
  - maintenance of work areas.
8. Exchanges information with appropriate personnel in the office and with key officials in order to provide an essential flow of communication and actions. Must be able to work effectively with and serve on team activities in the process of exchanging information, collecting and or assembling data and or report activities. In the absence of the Supervisor, assumes responsibility for ensuring that requests for action or information that would normally receive the Supervisor's attention are made known to responsible staff personnel who can satisfy the request. Decides whether important or emergency matters should be brought to the Supervisor's attention when he/she is absent from the office, but accessible.
9. Identifies and acts to resolve complex requests and determines appropriate sources to accomplish efficient reply.
10. Prepare and make oral and written presentations to present controversial and critical observations, findings, and recommendations for changes in customary program/project management work operations despite management's reluctance to agree that the practices being followed require any changes. Ability to support recommendations, addressing proposed improvements, including potential problems likely to be encountered and potential impact on Departmental policies and practices.
11. Using computer software programs, drafts correspondence, complex formatted documents (correspondences, surveys, tables, excel charts, project management charts, acquisition reports), and memoranda in final form, and presents product with related supplemental material completely and properly assembled. Responsible for correct format, punctuation, spelling, and grammar.
12. Establishes and maintains files and records for use by the Associate Director. Maintains current reference materials such as manuals, directives, instructions and regulations that relate to Departmental Human Resources functions.

13. Arranges meetings and conferences, ensuring that all officials with related responsibilities are informed, and following up to ensure that plans, arrangements and/or commitments are completed as agreed. Without instruction, obtains materials required by the Associate Director and/or staff for meetings and conferences.
14. Serves as a back-up for Transmission of completed T&A reports
15. Serve as an OCPO Bank Card holder for the ordering of office supplies. Ensures that sufficient work materials are in stock and requisitioning office supplies.
16. Monitors the status of assigned action items, and keeps the Supervisor informed of potential problems that would delay completion of projects.
17. In order to ensure smooth operation of OCPO when Staff Assistants are absent from OCPO, incumbent may be called upon to:
  - Maintain multiple line phone coverage for OCPO and greets visitors to the OCPO – serves as gatekeeper, controlling, and directing program clients, contractors, and the general public to appropriate staff within OCPO.
  - Prepare time and attendance (T&A) reports.
  - Prepare ACRS (or current system) requests requesting services, etc.
  - Receives and screens incoming correspondence, reports, mail, etc.,
  - Photocopy, fax documents, prepare packages for overnight deliveries, and makes deliveries within OCPO and the Department
18. Performs other related duties as assigned.

### **III. FACTORS**

#### **FACTOR 1: Knowledge Required by the Position**

- The incumbent coordinates the work of the executive office with the work of other offices, and is independently responsible for recognizing the need for such coordination.
- Ability to perform multi-task activities and effectively perform in an Executive office environment.
- Requires comprehensive, intensive, practical knowledge of program analysis practices, principles and methods sufficient to apply the associated skills in the development of new methods, approaches, or procedures needed to improve the efficiency and effectiveness of the programs for which the incumbent is responsible.
- Comprehensive knowledge of the Department's programs, organizations key Departmental personnel.
- Ability to communicate effectively using tact and professional judgment.

- ▶ Ability to manage, coordinate and effectively organize work within team groups
- ▶ Knowledge of contracting processes and the basic objectives and policies governing procurement operations.
- ▶ Skill in applying basic data gathering methods to collect various types of factual information required to complete assignments, identifying problems from collected data, and seeking solutions from alternatives in guidelines and precedent cases.
- ▶ Knowledge of procurement procedures to screen requests for information; personally provide authorized information from files and records or advice on established procedures; assemble information for reports; and follow-up commitments made in meetings.
- ▶ Skill in operating a personal computer using standard automated office systems software (Microsoft Office Suite).
- ▶ Skill in oral and written communication. Knowledge of correspondence requirements to check for proper grammar, spelling, and punctuation, and to review documents for conformance with format and procedural requirements.
- ▶ Knowledge of the organizational functions and office procedures to perform such duties as distributing and controlling mail, referring telephone calls and visitors, establishing and maintaining filing systems, and providing general, and non-technical information.
- ▶ Requires comprehensive knowledge of the administrative needs of a large professional organization. Must be fully conversant with Federal travel, office service; supply ordering, and standard office hardware/software regulations/policies so that the CPO's administrative needs are met.

## **FACTOR 2: Supervisory Controls**

The incumbent reports to the Associate Director. He/she is guided in the performance of the duties by established policies and personal knowledge of the views of the Associate Director. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. Specific guidance is sought on matters of importance if no precedent exists and/or if the action involves a matter on which the incumbent has not been briefed. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions that affect policy and funds.

## **FACTOR 3: Guidelines**

Guidelines include DHUD and other Federal laws, regulations, policy statements, procedures, and practices. These guidelines are generally inapplicable in specific issues and the kinds of problems encountered; therefore, the incumbent has to exercise a high degree of judgment and creativity in the selection and interpretation of using such criteria. Also the incumbent is responsible for developing guidelines where current criteria are deficient or nonexistent to improve the effectiveness or efficiency of the Program for which the Associate Director is responsible.

#### **FACTOR 4: Complexity**

The incumbent deals with complex situations that may have an impact on the Department's interaction with its constituents, other branches of the government and the general public. Assignments involve making decisions on what needs to be done and how to accomplish them based on goals, priorities, and commitments established by the Associate Director. The course of action to be taken by the incumbent may have to be selected from many alternatives.

The incumbent's assignments, for both administrative and professional work are complicated by the need to perform several projects simultaneously, and be subject to rapidly changing work priorities, working under extensive work pressure. Experiencing numerous interruptions further complicates the work.

The incumbent acts in a confidential capacity to the Associate Director, carrying out assignments with tact, diplomacy and the confidence of the Associate Director.

#### **FACTOR 5: Scope and Effect**

The incumbent's work involves establishing criteria; formulating projects; assessing program effectiveness; investigating and analyzing a variety of unusual conditions, problems, or questions; and being responsible for assuring that administrative procedures of the office conform to the Department's regulations, allowing the Associate Director to concentrate on professional duties.

The incumbent is responsible for the efficient and effective workflow between the Associate Director, DCPO, CPO and the program areas. Serves as a liaison between the Associate Director, and key Department officials, including Assistant Secretaries.

#### **FACTOR 6: Personal Contacts**

Personal contacts are by phone and visits to the office from OCPO staff, HUD Program Managers and cognizant team officials, Federal, State, national, regional, and local officials, industry representatives, etc., concerning various aspects of the Department.

#### **FACTOR 7: Purpose of Contracts**

The contacts are for the purpose of giving, explaining, and obtaining information regarding legislation, hearings, testimony, setting up briefings on various budget and financial management issues. Ensuring correspondence and other materials are completed and obligations of staff are met in accordance to the CPO's established deadlines.

#### **FACTOR 8: Physical Demands**

Work is mostly sedentary. The incumbent's work requires some walking, standing, bending and carrying light items, such as books, papers, and packages. There is occasional stress caused by extended work hours brought about by short deadlines.

**FACTOR 9: Work Environment**

Work is primarily performed in an office setting. Some travel may be required to contractor and field offices.