

2 copy

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

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE Management Analyst	5. PAY PLAN GS	6. SERIES 0343	7. GRADE 13/14
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8. WORKING TITLE (Optional) Management Analyst	9. INCUMBENT (Optional)
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OFFICIAL

10. TITLE

11. PP GS	12. SERIES 0343	13. FUNC	14. GRADE 13/14	15. DATE MONTH DAY YEAR 09/23/02	16. I/A Yes <input type="checkbox"/> No <input type="checkbox"/>	17. CLASSIFIER
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Department of Housing & Urban Development	5th
2nd Assistant Secretary for Administration	6th
3rd Office of the Chief Procurement Officer	7th
4th Policy & Field Operations Division	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 	20. DATE 09/26/02	22. SECOND LEVEL SUPERVISOR'S SIGNATURE 	23. DATE 3/5/02
21. SUPERVISOR'S NAME AND TITLE Edward L. Girovasi Director, Policy & Field Operations Division	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Tere A. Demer Deputy Chief Procurement Officer		

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
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31. NAME AND TITLE

32. REMARKS	33. OPM CERTIFICATION NUMBER
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MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/W/R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
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B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFF. TITLE (38)			
8. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGEG 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. DT. CLASS (6) MO DAY YEAR
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) I = Inactive A = Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT. INACT / REACT (6) MO DAY YEAR	15. AGCY. USE (10)
16. INTERDIS. SER. (40) (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)							

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		0 = Excepted but not A, B, C		4. POS. SENS. (1) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LEV. (4)	
6. WK. TITLE CD. (4)		7. WK. TITLE (38)							
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th					9. VAC. REV. CD. (1) 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 GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use					19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	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 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.		Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.		Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change		5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other			
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.	26. DT. INACT / REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (6)
30. CLASSIFIER'S SIGNATURE					31. DATE				
32. REMARKS									

**OFFICE OF THE CHIEF PROCUREMENT OFFICER
POLICY & FIELD OPERATIONS DIVISION**

**POSITION DESCRIPTION
MANAGEMENT ANALYST
GS-0343-13/14**

I. INTRODUCTION

Serves as a management analyst within the Policy and Field Operations Division, Office of the Chief Procurement Officer (OCPO), and is recognized as an advisor and specialist with expertise in the areas of: office automation; automated document and forms preparation; conducting automation and workflow studies and preparing analytical reports; and, making recommendations to improve the productivity of procurement operations through office automation.

The Division is responsible for the review and improvement of procurement practices, policies and procedures throughout the Department. The Division develops procurement policy and procedures applicable to all Departmental contracting activities, and monitors and evaluates their implementation and effectiveness. The Division provides staff support to the Chief Procurement Officer (CPO) - HUD's Senior Procurement Executive - in the areas of: implementation of procurement reforms; formation of policy; development of Departmental procurement standards and evaluation criteria; and, evaluation of all HUD contracting activities.

The Division is also responsible for: the establishment and maintenance of HUD's automated procurement data systems and applications used for required reporting to management, OMB, and Congress, and for improving the productivity of HUD's procurement operations, including procurement planning, contract databases, solicitation and contract production; the development and oversight of HUD's Acquisition Career Management Program, including statutory-based training requirements for 1102-series personnel and the certification and training program for Government Technical Representatives, Government Technical Monitors and other program personnel involved in the procurement process; establishing and maintaining the Department's advance procurement planning system; coordinating Field contracting initiatives; implementation of socio-economic procurement programs; coordination of audit requirements for price proposal evaluations and contract cost incurrence; and, the provision of analytical support and technical advice/assistance as required by the CPO, Deputy CPO, Headquarters operational Divisions and the Field Contracting Operations.

II. DUTIES AND RESPONSIBILITIES

1. Serves as the lead Office Technology Coordinator (OTC) for OCPO. The incumbent performs a wide range of duties related to office automation and procurement information system reporting, including:
 - a. Coordinates overall office automation activities in OCPO to ensure that use of office automation proceeds in an integrated, efficient and effective manner. Provides oversight of, and technical assistance to, the other OTCs within OCPO.

- b. Acts as liaison to the Office of the Chief Information Officer (OCIO) on office automation issues. Plans and oversees development of automated applications to improve the efficiency of OCPO's award and administration of procurement contracts, simplified acquisitions and interagency agreements.
 - c. Provides technical assistance to OCPO, Field Contracting and OCPO customer users of OCPO-sponsored software applications. Provides technical assistance to OCPO staff regarding HUD's standard LAN and PC software applications.
 - d. Provides management information and analytical support, and develops/completes special projects related to OCPO business processing, including: the HUD Procurement System (HPS) and Small Purchase System (SPS) (HUD-developed contract and simplified acquisition management systems); ProDoc (COTS package for Federal Acquisition Regulation research and contract document production); and the Federal Business Opportunities Web Site (Fed Biz Opps). Oversees assigned development efforts related to these systems to ensure data integrity and satisfaction of reporting requirements mandated by OMB and Congress.
 - e. Works with IT and project staff to develop the OCPO IT budget and monitors its execution to ensure efficient use of allocated resources.
 - f. Plans and arranges for the implementation of newly acquired hardware and software.
 - g. Identifies needs and opportunities for new applications and systems to improve OCPO business processes. Evaluates and develops recommendations on their development or acquisition. Promotes and assists in the implementation of such applications and systems acquired or developed by the Department.
 - h. Assesses the need for and develops and conducts training for OCPO staff and program office customer users of Departmental procurement information systems.
2. Plans and conducts management studies and analyses of Departmental contracting operations, processes, and management practices/programs (particularly those susceptible to improvement through automation). Studies typically concern complex issues or processes and may involve Headquarters offices and/or Field Offices. They usually culminate in the preparation of reports with findings and recommendations for management's consideration and in briefings for senior officials.
 3. Develops and recommends Departmental policy and procedures related to procurement automation, data collection and reporting. Provides related advice and assistance. This work may involve the preparation of senior management abstracts and/or decision memoranda, the preparation or revision of Departmental handbooks and the review or development of Departmental acquisition policies.
 4. Identifies recommends and plans changes (e.g., enhancements) to existing procurement information systems needed to upgrade and enhance system capabilities for reporting and data extraction.
 5. Develops new data reporting methods from existing systems (e.g., to accommodate requests by upper Departmental management for new or unique reports).

6. Coordinates and/or manages special projects or activities consistent with Division and Office functions. Accomplishment of this work often involves relating to or meeting with senior Departmental managers.
7. Conducts briefings, presentations and training for managers and staff concerning procurement office automation, information management issues, specific systems and applications used by OCPO, and generating data reports. Audiences include procurement and program personnel (e.g., GTRs/GTMs) and senior Departmental management.
8. At the request of the Division Director, prepares special studies or reports relating to office workflow and productivity. Analyzes relevant data, develops findings and recommendations, and presents them to management in oral and/or written form. Has lead responsibility for preparing OCPO "scorecard" reports to OCPO customers. The reports recap all procurement plans and the progress to date against the plan by both OCPO and the program customer.
9. Serves as OCPO/Departmental representative on Departmental/ intergovernmental task forces on procurement automation issues, some of which involve Government-wide issues and concerns. Provides procurement automation expertise, furnishes expert guidance and advice, represents OCPO/HUD interests and takes positive action to reconcile differing positions and views.
10. Provides consultation and technical advice to the operational Divisions on office automation and information management matters. Makes related presentations to OCPO management and professional staff to highlight operational problems and offer innovative solutions. Participates as a resource person in Departmental procurement conferences and seminars.
11. Drafts Departmental and Office responses to intragovernmental, Congressional and general public correspondence, particularly those involving issues of automation or requiring data to be retrieved from automated systems. Reviews and comments upon proposed Departmental issuances, audit reports, management studies, etc. Provides expert analysis of issues, prepares recommendations and presents Departmental/OCPO position.
12. Performs other duties as assigned.

The incumbent ordinarily carries out the above functions independently or as a team leader and has the primary responsibility for determining the scope and detailed objectives of the work, the methodology to be used, the resources required, and the time frames for completion of the work.

The incumbent is responsible for making sound recommendations affecting major Departmental activities, functions, and operations. Assignments typically cover one or more important programs, service or responsibility nationwide or for a major segment of the nation. Major recommendations are normally accepted by the supervisor and management of the Department.

The incumbent must be able to make clear, concise written and oral presentation of findings and recommendations to senior Departmental officials.

III. FACTORS

FACTOR 1: Knowledge Required by the Position – Level 1-8

- Knowledge of office and Departmental missions and organizational relationships, and information technology sufficient to support complex Department-wide procurement information functions, including management of agency contracting operations that support a diverse customer base and various program purposes, and information needs for new or substantially changed contracting business process initiatives.
- Knowledge of quantitative and qualitative analytical methods and techniques sufficient to evaluate complex information management systems and needs, and develop information management solutions to meet the Department's procurement information collection and reporting requirements. Studies and analysis are of such scope that they frequently require a team effort and involve multiple functional disciplines such as procurement, finance, information technology, and program activities. Projects typically involve development of new approaches to identifying meaning workload factors and performance quality levels, and determining accurate measurement techniques.
- Knowledge of Federal contracting laws, regulations, and policies concerning all phases of procurement operations, including the detailed procedures relevant to HUD contracting requirements, the Federal Acquisition Regulation (FAR) and HUD Acquisition Regulation (HUDAR), as well as familiarity with industry/business practices sufficient to assess and improve complex procurement management processes and systems.
- Knowledge and skill sufficient to provide expert technical leadership, staff coordination, and consultation concerning all aspects of the Department's procurement information system requirements and capabilities necessary to implement the above policies and provide expert policy interpretation to all Departmental system users.
- Knowledge and skill sufficient to plan and conduct management studies and analyses of Departmental procurement information systems, processes, and management practices and programs and concerning the automation of procurement functions.
- Knowledge and skill of office automation applications, management information systems and computer technology sufficient to analyze, recommend, plan, develop, implement, and support improvements in the efficiency and effectiveness of Departmental procurement operations. Resulting analysis and recommendations receive top management attention.
- Skill in written communications sufficient to: develop and publish studies, directives, and procedures; draft issue/position papers; and prepare Departmental responses to intragovernmental, Congressional, and private sector correspondence.

FACTOR 2: Supervisory Controls – Level 2-5

The employee works under the general direction of the Division Director. Assignments are made in terms of broad administrative direction from the supervisor, are self directed based

on knowledge of program needs, or result from discussions with management about Departmental goals and objectives.

The employee is independently responsible for planning, developing and implementing specific procurement system/automation policy/analytical projects, selecting approaches to problem solving, obtaining necessary coordination, negotiating with affected organizations, and making sound recommendations to management. Work results are considered technically authoritative and are normally accepted without significant change. The employee is authorized to provide procurement information system policy guidance and direction to program offices and contracting activities throughout the Department.

The employee is a recognized expert in the area of assignment and his/her work is reviewed only for conformity with Departmental and OCPO goals and objectives.

FACTOR 3: Guidelines – Level 3-5

Guidelines consist of laws, legislation, regulations, Departmental policies, OMB Circulars, Executive Orders, GAO decisions, and regulations of other agencies applicable to and affecting procurement and information technology. The employee uses judgment and discretion in determining the intent and applicability of such guidance, and in interpreting and revising existing Departmental policy and guidance. The employee is an authority on developing and interpreting procurement and information technology regulations, policies and guidelines. The employee drafts Departmental directives and policy guidance and adapts them to conform to changing procurement information needs of the Department, Congress and the President. The employee is a recognized expert in the interpretation of these guidelines and adapting them to resolve complex problems and issues.

FACTOR 4: Complexity – Level 4-5

The employee is responsible for the development, review, analysis, and recommendation of the management of Departmental procurement information systems, applications and processes. In developing recommendations, the employee is constantly balancing program and technical needs, the interests of contractors, the Department's information needs, and statutory/regulatory requirements through the exercise of sound business judgment. The employee conducts analyses and provides recommendations for Departmental positions on a variety of system and automation matters, such as assessing the impact of action required in response to: audit reports; Office of Federal Procurement Policy and OMB management initiatives; proposed legislation; proposed Federal Acquisition Regulation changes; changes in data reporting requirements and needs of the Departmental, other Federal agencies (e.g., GSA) and Congress. The recommendations are integral to the long-range planning and goals of the Department's procurement information system needs. The employee also represents the Office/Department on interagency/intra-agency task groups and subcommittees.

The work is complicated by the necessity for refining general objectives into precise procedures and applications that are appropriate to the Department's needs. The employee must analyze new policies and regulatory/statutory requirements to determine if the Department's existing procurement information systems and processes must be revised,

upgraded, or replaced. The employee must also devise techniques to facilitate the implementation of system changes.

FACTOR 5: Scope and Effect – Level 5 - 5

The purpose of this position is to improve the efficiency of the office and the Department with regard to its recording and reporting of procurement data and the automation of its procurement functions. The information systems involved are used Department-wide and have a direct impact on Departmental goals and missions. The employee analyzes information systems, and identifies the need for and develops new or improved information processes and procedures to meet or Departmental and office demands for automation, and data recording and reporting. The employee's work has a direct and crucial impact on all Departmental contracting activities and personnel, Departmental programs, which rely on contracts to accomplish their mission, and upper Departmental management that relies on the accuracy of information provided by the Division in managing their procurement portfolios. Guidance and improvements provided contribute to the effectiveness of the Department's contracting program and provides criteria for measuring and ensuring adequate performance. Furthermore, as a source of expert procurement information system advice and recommendations, the employee affects the decisions of senior Departmental procurement, technical, and program officials.

FACTOR 6: Personal Contacts – Level 3

Performance of the job involves a wide range of personal contacts in moderately to very unstructured settings. The employee establishes personal contacts with: top representatives from the OMB, GSA; HUD Headquarters senior Administration and program personnel; HUD's Field Contracting Operations management; HUD Inspector General, legal, financial and management personnel; key representatives from national organizations; key officials/recognized information system experts from other Government agencies; and senior officials in the private sector.

FACTOR 7: Purpose of Contacts – Level C

The purpose and extent of specific contacts differ according to the nature of the issue involved and the role of the person and organization represented.

The purpose of contacts within the Department is to: negotiate or settle matters involving significant and sometimes controversial issues concerning the Department's and other Governmental (e.g., FPDS) procurement information systems and data collection/recording/reporting requirements; justify to Departmental management, having diverse program positions and missions, the need for compliance with new and existing procurement data systems and system procedure; resolve major problems/issues affecting Departmental procurement data systems; ensure compliance by Departmental system users with system requirements; and assist all levels of Departmental staff in the use of procurement information systems. Integral to the negotiation process is the need to meet with top Departmental officials representing diverse viewpoints. The employee must exercise judgment, tact and expert negotiating skills to achieve a satisfactory solution by convincing

other parties of the merits of system requirements, reaching an acceptable compromise, or developing sound alternatives.

The purpose of contacts outside the Department is to: ensure Departmental compliance with external Government wide procurement system requirements; respond to private sector and Congressional inquiries; and defend Departmental positions on its procurement information systems and data to OMB, Congress and the private and public sectors.

FACTOR 8: Physical Requirements - Level 8 – 1

There is minimal physical activity associated with the work; work is sedentary.

FACTOR 9: Work Environment - Level 9 – 1

Work is normally performed in an office setting. It requires occasional travel to other Federal agencies and HUD Field Offices.