

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

POSITION DESCRIPTION
COVER SHEET

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

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

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st Department of HUD	5th
2nd Office of the A/S for Administration	6th
3rd Office of the Chief Procurement Officer	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 3/02/05	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
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	
32. REMARKS	33. OPM CERTIFICATION NUMBER

OFFICE OF THE CHIEF PROCUREMENT OFFICER

POSITION DESCRIPTION

PROGRAM 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, administration, and closeout of contracts, purchase orders, and interagency agreements; developing and implementing Departmental policies, standards, and procedures for an effective contracting program; and, ensuring that HUD receives good value for the funds expended.

The incumbent of this position serves as a *Program Analyst* within the Office of the Chief Procurement Officer (OCPO), performing a wide variety of pre-award and post-award activities, which require a seasoned knowledge of procurement policies and procedures, a thorough understanding of Departmental organizations and programs, and an ability to communicate with key Departmental personnel, executives of other governmental agencies, Congressional staffers, and with private sector executives, using tact, diplomacy, professionalism, and sound business judgment.

II. DUTIES AND RESPONSIBILITIES

A. CONTRACTING OFFICE:

The incumbent of this position serves as a Program Analyst with the responsibility and authority for independently directing the planning and execution of contractual actions and phases for assigned program clients and programs. Assigned responsibilities include, but are not limited to:

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. Review and analyze Federal acquisition policies and procedures, including, but not limited to: Federal Acquisition Regulation (FAR), Federal Acquisition Circulars (FACs), HUD Acquisition Regulations (HUDAR), HUD Procurement Policies and Procedures Handbook 2210.3, and HUD Acquisition Instructions, as well as applicable statutes and directives.

3. The incumbent is responsible for close liaison with his/her supervisor and program organizations within the Department in developing realistic procurement plans, and ensuring their requirements are fully understood, properly planned and transmitted to OCPO.
4. Advises program officials by providing guidance concerning the appropriate procurement method, contractual vehicle, subcontracting policies/goals, set-aside policies, and assists program officials by providing guidance concerning Statement of Work preparation, Source Selection Evaluation Board procedures, Proposal Evaluation Criteria, etc.
5. Plans, develops and establishes long and short-range procurement and contracting plans, strategies and approaches for acquisitions.
6. Conducts sole source and competitive procurements (e.g. Full & Open, GSA Schedules, etc.) to obtain the best value at fair and reasonable prices. In so doing, reviews Requests for Contract Services (HUD-720) submitted by the Program Offices to ensure the procurement request packages are accurate and complete and clearly articulate the program office's requirements; determines sources to be solicited; and develops, prepares, and obtains approval for all necessary contractual documentation (e.g. Request for Proposals, Source Selection Plans, Negotiation Objectives and Summaries, etc.) ensuring they conform with statutory and regulatory requirements and current HUD policy.
7. Coordinates the contract administration phase for awarded contracts, including monitoring contractor performance and compliance to contract requirements, negotiation and implementation of modifications which change the requirements of existing contracts as a result of changes in the state-of-the-art, revisions to task requirements, changes in scope, or other needs; reviewing vouchers and financial status reports; issuing Cure or Show Cause Notices, and reviewing and obtaining final payment and effecting contract closeouts.
8. Serves as a contracts negotiator, including conducting fact-finding sessions, pre-proposal conferences, debriefings to unsuccessful offerors, negotiating various terms and conditions for a wide variety of contract types, and preparing price negotiation memorandums.
9. Establish and maintain contract files that are accurate, complete, and include required executed legal instruments that fully support negotiated position.
10. Responds to Congressional and Freedom of Information Act (FOIA) inquiries relative to work assigned to the Office of the Chief Procurement Officer.
11. Keeps abreast of new methods and developments in the field of contracting. Develops innovative responses and procedures to overcome contractual problems and to elevate, maintain, and improve contractor performance. Provides

recommendations for streamlining and shortening procurement administrative lead-time.

12. Assures data entry for the following systems are timely, complete and accurate:

- HUD Procurement System (HPS), which tracks and manages OCPO's procurement activity;
- Small Purchase System (SPS), which automates the small purchasing and acquisition process; and
- Contractor Performance System (CPS), which is used for the evaluation of contractor performance.

13. Performs other related duties as assigned.

III. FACTORS

FACTOR 1: Knowledge Required by the Position

- Knowledge of Federal acquisition policies and procedures, including, but not limited to: Federal Acquisition Regulation (FAR), Federal Acquisition Circulars (FACs), HUD Acquisition Regulations (HUDAR), HUD Procurement Policies and Procedures Handbook 2210.3, and HUD Acquisition Instructions, as well applicable statutes and directives.
- Broad experience and originality are required in planning procurement strategies for acquisitions for which little or no precedents exist, such as structuring contracts to provide incentives, flexibility for dealing with changed conditions, and for resolving problems which arise during the life of the instrument. The employee may be required to develop new provisions to resolve specific situations.
- Knowledge of the contract and procurement process including Incentive Contracting, Award Fee, Performance Based Contracting, Life Cycle Costing, Cost Accounting sufficient to effectively resolve complex and difficult issues and situations, as well as develop new and innovative concepts, Terms and Conditions, or procedures.
- Ability to control simultaneous, interrelated contracts with different contractors, ensuring equitable treatment of each contractor, and close coordination of changed requirements.
- Knowledge of negotiation techniques in order to serve as the OCPO spokesperson for large and complex procurements; to direct the development of pre-negotiation strategies and approaches; and to direct the negotiations for major procurements.
- Knowledge of procurement organization activities, regulations, policies and procedures and their relationships with other program areas within the Department.

- › Ability to communicate effectively, using tact and professional judgment, orally and in writing.
- › Ability to organize and coordinate meetings between Departmental management and/or staff and the public, including officers of State and local government, corporate Chief Executive Officers, or other Federal agencies, officers of private organizations, to promote an understanding and/or coordinate the execution of the Department's procurement activity.
- › Skill in reviewing, analyzing, and evaluating operational procurement problems and rendering advice to Departmental managers.
- › Skill in analyzing procurement data and workload statistics and preparing reports based on such data.
- › Skill in operating a personal computer using automated office systems software, such as Microsoft Office Suite, Lotus Notes, HUD Procurement System (HPS), Small Purchase System (SPS), ProDoc, etc.

FACTOR 2: Supervisory Controls

The incumbent, in consultation with the supervisor, develops priorities and critical project deadlines. Assignments are discussed in advance with the supervisor and a plan of action adopted. Once plans are approved, the incumbent is largely responsible for supervising his/her own actions, decisions, and carries out all aspects of the work, coordinating with others and resolving most problems that occur. 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 supervisor is available for consultation, and the incumbent keeps the supervisor informed of progress, potential problems and/or controversial subjects, and situations and actions that affect policy and funds. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions.

Obtains negotiation authority from assigned contracting officer and obtains the necessary levels of review and approval, in accordance with statutes, regulations and policy in order to complete assigned procurement actions.

FACTOR 3: Guidelines

Official guidelines include the Federal Acquisition Regulations, OMB Circulars, Executive Orders, HUD Acquisition Regulations, and Federal Laws. These sources provide only outlines and general methods to be used in procurement and do not provide specific instructions for handling the great variety of situations that may be encountered in long-term, complex, unique acquisitions such as those involved in the incumbent's assignment.

Numerous instructions and policies apply to procurement of specific commodities or services. Only experience, judgment and maintenance of continual contacts throughout the procurement community in general provide information necessary to operate in compliance with this guidance.

FACTOR 4: Complexity

The incumbent's assignment involves the planning, performance, direction and coordination of both broad and specific contractual actions required to acquire and provide continuing support of major organizational segments/customers and program initiatives within the Department. The work involves planning for operations, which handles a large variety and volume of work. The majority of actions are complex, highly visible, multi-million dollar acquisitions; this coupled with the sheer magnitude of the volume, makes compliance with the myriad regulations difficult.

FACTOR 5: Scope and Effect

The incumbent serves as a Program Analyst responsible for supporting the procurement/acquisition needs of major Department programs. The incumbent has significant responsibility in executing all procurement phases of the requirement, from complete procurement planning to final award and post-award administration. Contract negotiation and management functions performed by the incumbent are critical to meeting Departmental program objectives and initiatives, and failure to meet such objectives could result in the loss of millions of taxpayer dollars.

FACTOR 6: Personal Contacts

As a Program Analyst the incumbent serves as a representative on contractual matters associated with assigned clients/customers/programs, and therefore has contacts at all levels within and outside the Department. The incumbent represents OCPO and their Division by assisting in presentations before Departmental Officials, and Industry Representatives. The incumbent interfaces regularly with top officials, prime contractors, support contractors, and subcontractors on a wide variety of issues in relation to procurement planning and award.

FACTOR 7: Purpose of Contracts

In the contacts detailed above, the incumbent presents authoritative contractual policy, decisions, and recommendations. The incumbent presents and defends various requirements, overall procurement strategy, schedules and costs to high-level Government officials, as well as provides expert advice and guidance on contractual matters to the respective program managers, and discusses and rules on contractual problems and controversial issues with contractors. The incumbent, in carrying out assigned responsibilities, encounters many entities/groups with conflicting and incompatible goals and approaches. It is the incumbent's responsibility to reconcile these complexities, obtain compromises and concessions among program participants, and build a participative team environment for the achievement of program objectives. The incumbent is responsible for acting in the capacity of a Business Leader to resolve any conflicts encountered.

FACTOR 8: Physical Demands

Work is primarily sedentary, although long hours and meetings at both local, and sometimes remote facilities, in a high stress/priority environment are involved.

FACTOR 9: Work Environment

Although the majority of work is performed in an office or conference setting, local and long distance travel may be required in order to meet with appropriate individuals involved in various acquisitions, to present briefings to high level Government Officials within and outside the Department, and to meet with local and field contracting personnel and to attend training. Visits to contractor facilities may be required depending on the programs supported.