

REASON FOR THIS POSITION		H-11-02-A-04-01082	
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER	
X			

**POSITION DESCRIPTION  
COVER SHEET**

W05138-00094500

<b>RECOMMENDED</b>					
4. TITLE Procurement Management Informatoin Specialist			5. PAY PLAN GS	6. SERIES 0301	7. GRADE 13
8. WORKING TITLE (Optional)				9. INCUMBENT (Optional) Gymna O Ellis (Human)	

<b>OFFICIAL</b>								
10. TITLE								
11. PP GS	12. SERIES 0301	13. FUNC	14. GRADE 13	15. DATE MONTH: 09, DAY: 27, YEAR: 04			16. VA <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	17. CLASSIFIER Dianne Wilkins

<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>							
1st Department of HUD				5th Policy and Field Operations Division			
2nd Office of the A/S for Administration				6th			
3rd Office of the Chief Procurement Officer				7th			
4th Office of Procurement and Contracts				8th			

<b>SUPERVISOR'S CERTIFICATION</b>								
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>Dianne Wilkins</i>			20. DATE 9/28/04		22. SECOND LEVEL SUPERVISOR'S SIGNATURE			23. DATE
21. SUPERVISOR'S NAME AND TITLE Dianne Wilkins				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	1-8	1550	6. Personal Contacts	6-3	60	
2. Supervisory Controls	2-5	450	7. Purpose of Contacts	7-3	120	
3. Guidelines	3-4	450	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-4	225	TOTAL POINTS		3390	
					GRADE	13

<b>CLASSIFICATION CERTIFICATION</b>	
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>Dianne M. Wilkins</i>	30. DATE (mm/dd/yyyy) 09/27/04
31. NAME Dianne Wilkins	31a. TITLE Human Resources Specialist
32. REMARKS FPL-GS-13	33. OPM CERTIFICATION NUMBER

# MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A	2. DEPT. CD/AGCY-BUR-CD. (4) ACG/D/VR HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 13	6. IP NUMBER (8)
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## B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 0301	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (8) 9999	5. OFF. TITLE (38) Procurement MGMT Information Spec						
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1		7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 8			8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA		9. INTERDIS. CD (1) N = No Y = Interdis. N		10. DATE CLASS (mm/dd/yyyy) 09/27/2004	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA			12. INACT/ACT (1) A 1 = Inactive A = Active		13. DATE ABOL (mm/dd/yyyy) 00/00/00		14. DATE INACT/REACT (mm/dd/yyyy) 00/00/00		15. AGCY. USE (10)	
18. 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 E		2. FIN. DIS. REQ. (2) ON 0 = None 1 = CD219 2 = CD220 3 = SF278 4 = AD392 5 = SF849			3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C			4. POS. SENS (3) 1NU 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL (4) 2609					
6. WK. TITLE CD. (4) 9999		7. WK. TITLE (38)													
8. ORG. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")										9. VAC. REV. CD. (1) E 0 = Position Action A = No Change B = Lower Grade C = Higher Grade D = Different title and/or Series E = New Position/New FTE					
1st 83		2nd 11		3rd 02		4th 1900		5th 03		6th 16		7th 00		8th 00	
10. TARGET GC. (2) 13		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) Blank = NA Y = Yes		13. DUTY STATION (8) State (2) City (4) County (3) 11      0010      001		14. BUS. CD. (4) 0015		15. DATE LAST AUDIT. (mm/dd/yyyy) 09/27/2004		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 09/27/2004	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RREG 6 = Policy Analysis 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DATE REQ. REC. (mm/dd/yyyy) 00/00/00		20. NTE. DATE (mm/dd/yyyy) 00/00/00		21. POS. ST. BUD (1) Y Y = Perm N = Other					
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act				Maintenance Review Act				Results							
1 = Desk Audit		5 = Desk Audit		1 = No Action Req.		5 = Series Change		9 = Other							
2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade									
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade									
4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change		8 = New Pos.									
23. DATE EMP. ASGN. (mm/dd/yyyy) 09/27/2004		24. DATE ABOL (mm/dd/yyyy)		25. INACT/ACT (1) 2 1 = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy) 09/27/2004		27. ACCTG. STAT. (4) 0001		28. INT. ASGN. SER. (4) 0301		29. AGCY USE (8)			

30. CLASSIFIER'S SIGNATURE

*William W. Lelkin*

31. DATE (mm/dd/yyyy)

09/27/04

32. REMARKS

Position is at the full performance Level. No known promotion potential exists beyond this level.  
Position is in the bargaining unit (BUS CODE -0015)  
Position is Exempt from the Fair Labor Standards Act (FLSA)

**Policy and Field Operations Division  
Office of the Chief Procurement Officer  
Procurement Management Information Specialist  
GS-0301-13**

**Introduction:**

The incumbent serves as a Procurement Management Information Specialist in the Policy and Field Operations Division, Office of the Chief Procurement Officer. Assignments include the use of automated systems to collect, report, and interpret procurement management information and to improve the efficiency and effectiveness of procurement operations.

The Division is responsible for the review and improvement of procurement practices, policies and procedures throughout the Department. The Division develops procurement policy applicable to all Departmental contracting activities, and monitors and evaluates their implementation and effectiveness. The Division provides staff support to the Chief Procurement Officer in the areas of: implementation of procurement reforms; formation of policy; development of Departmental procurement standards and evaluation criteria; evaluation of all HUD contracting activities; and the establishment of procurement standards, policies, and procedures to be used by HUD grantees when they contract for goods and services

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 certification and training program for all Government Technical Representatives, Government Technical Monitors and other personnel involved in the procurement process; establishing and maintaining the Department's advance procurement planning system; coordinating Field contracting initiatives, including the development of model solicitation and contract documents; 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 OCPO operational Divisions, and HUD's field contracting activities

**Major Duties and Responsibilities:**

1. Uses automated systems to produce procurement data and reports to respond to Departmental management needs, external agency requirements (e.g., OMB, GSA, GAO), Congressional inquiries and those of the general public (e.g., responses to inquiries under the Freedom of Information Act). Drafts replies/correspondence without assistance. Provides requested data to CPO management, contract specialists, and various officials throughout Headquarters and the field. Uses automated systems to provide OCPO management with standard, ad-hoc, and custom-designed reports on procurement activity and trends.

2. Assists the Lead Office Technology Coordinator (OTC) for the Office of the Chief Procurement Officer (OCPO). The incumbent performs a wide range of duties pertaining to office automation, such as:
  - 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 technical assistance to 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 purchases and related agreements.
  - c. Provides technical assistance to OCPO and Field counterpart users of OCPO -sponsored software applications. Provides technical assistance to OCPO staff re HUD standard PC software applications.
  - d. Assists in developing the OCPO ADP budget and monitors its execution to ensure efficient use of allocated resources.
  - e. Plans and arranges for the implementation of newly acquired hardware and software.
3. Prepares special studies, reports, or presentations relating to procurement information problems. Analyzes relevant data, develops findings and recommendations, and presents results to management in oral and/or written form. Understanding of procurement information allows assignment of projects which require development of new methods to respond to data inquiries and management priorities.
4. Responsible for quality control and validation of required data for procurement instruments awarded by Headquarters and Field procurement activities. Maintains vendor database and system tables for all Headquarters actions based on in-depth knowledge of OCPO's program clients, contract types, terms and conditions, and appropriation data. Reviews system outputs to ensure that reports are accurate and usable. Recommends system changes/enhancements to increase data accuracy and expand use of data available. Detects operational problems and takes prompt corrective action.
5. Conducts briefings, presentations and training for managers and staff concerning procurement office automation and information management issues. Audiences include procurement and program personnel and senior Departmental management.
6. 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.

7. Drafts procedural guidance and instructions for OCPO and Field contracting staff concerning the collection and reporting of procurement information, from the point of procurement planning through contract award, administration, and final closeout. Participates in briefings, presentations, and training concerning procurement information management issues. Audiences include procurement and program personnel.
8. Uses OCPO systems to support the full range of contract closeout activities, including: identifying completed contracts; coordination with the *Contractor Performance System's* Project Manager; updating database status and milestones; completing administrative closeout actions; coordination with HUD's Federal Record Center Liaison on all record retirement and recall needs; and coordination with Headquarters and Field procurement staff responsible for contract closeout activities.
9. Manages and coordinates systems used by OCPO staff to fulfill Departmental responsibilities, such as the Total Estimation and Allocation Mechanism (TEAM) and HUD Travel Management System (HTMS).
10. Drafts Departmental and Office responses to intergovernmental, 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/Office position.
11. Handles general inquiries from the private sector concerning contracting data and opportunities with HUD.
12. Performs other duties as assigned.

**Factor 1 - Knowledge Required by Position FL 1-8 1550 pts**

- 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 develop Departmental regulations, policies, directives, and procedures.
- Knowledge and skill sufficient to provide expert technical leadership, staff coordination, and consultation concerning all phases of the procurement function necessary to implement procurement information collection and reporting policies and provide expert policy interpretation to all Departmental contracting activities.
- Knowledge and skill sufficient to plan and conduct management studies, analyses, reviews and evaluations of Departmental contracting operations, processes, and management practices and programs concerning the automation of procurement functions.

- Knowledge and skill in the use/operation 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 Departmental policies, directives, and procedures; draft issue/position papers; and prepare Departmental responses to intergovernmental, Congressional, and private sector correspondence.

### **Factor 2 - Supervisory Controls FL 2-4 450 pts**

Work is generally assigned to the employee by the supervisor in terms of a project or problem requiring investigation. The employee, in consultation with the supervisor, plans the approach to be taken, determines the depth of analysis required, evaluates alternatives, and develops recommended solutions, including coordinating the work with others as necessary. The employee keeps the supervisor advised on an informal basis of progress achieved or of controversies anticipated. The employee's work, critical actions, and decisions are viewed for general effectiveness and attainment of objectives by the supervisor and higher authority, as appropriate.

### **Factor 3 - Guidelines FL 3-5 650 pts**

Guidelines consist of laws, legislation, regulations, policies, OMB Circulars, Executive Orders, GAO decisions, regulations of other agencies, and technical/system requirements applicable to/affecting procurement and related information technology systems and applications. The employee is an authority on developing and interpreting procurement and information technology regulations, policies, and guidelines and in the use of automated systems to support procurement operations. The employee drafts Departmental directives and policy guidance and adapts them to conform to changing procurement objectives 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 FL 4-5 325 pts**

The employee is responsible for the development, review, analysis, and recommendation of Departmental procurement information management procedures covering the full range of contracting types and functions. This includes formal contracts, simplified acquisitions, and interagency agreements at all Headquarters and field procuring activities, as well as customer offices which have been delegated limited procurement authority. In developing and analyzing procurement information requirements, the employee is constantly balancing program and technical needs, the interests of contractors, socio-economic factors, uncertainties arising from program changes and technological developments, and statutory or regulatory provisions through the exercise of sound business judgment. The employee evaluates and interprets government-wide procurement information proposals and requirements in the context of Departmental

procurement operations and procedures. 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 procurement information objectives into precise policies, directives, and procedures that are applicable to the work being performed. The employee must analyze new procurement information requirements to determine the extent of their influence upon existing policies and procedures and whether such effects have an adverse impact on the overall scope and quality of the Department's procurement information activities. The employee devises techniques to facilitate the implementation of procurement information data collection and reporting changes for all Departmental contracting activities.

**Factor 5 - Scope and Effect FL 5-4 225 pts**

The purpose of this position is to improve the accuracy and consistency of procurement information and to implement provisions into the Departmental contracting function pursuant to statutes, Executive Orders, operational needs, and requirements emanating from other sources. The work affects all Departmental procurement activities and personnel as well as Departmental programs which rely on contracts to accomplish their mission. Policy guidance provided contributes to the effectiveness of the Department's contracting program and provides criteria for measuring and ensuring adequate performance. Procurement information projects are formulated in response to management needs and involve the analysis of unusual conditions, problems, and questions.

**Factor 6 - Personal Contacts FL 6-3 60 pts**

Performance of the job involves a wide range of personal contacts in moderately unstructured settings for the purpose of resolving problems or obtaining outside viewpoints. The employee establishes personal contacts with: top representatives from the Office of Federal Procurement Policy, OMB, Federal Acquisition Institute, GSA, and the Civilian Agency Acquisition Council; HUD Headquarters senior procurement and program personnel; HUD's Field Contracting Operations management and staff; Inspector General, legal, financial and management personnel; key representatives from national organizations; key officials/recognized procurement and assistance experts from other Government agencies; and senior officials in the private sector. The purpose and extent of each contact differs according to the nature of the issue involved and the role of the person and organization represented.

**Factor 7 - Purpose of Contacts FL 7-3 120 pts**

Contacts are for the purpose of obtaining or providing information or guidance to contracting and program personnel, to coordinate and persuade individuals and groups on the implementation of procurement information policy or procedural changes, and to determine their potential effect at the operational level. The employee's participation in task groups or meetings is to ensure consistent interpretation and implementation of Government procurement information throughout the Department.

**Factor 8 - Physical Requirements FL 8-1 5 pts**

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

**Factor 9-Work Environment FL 9-1 5 pts**

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

**Total Points – 3390**

**FLSA – Exempt**

**Grade GS-13**

**Bus Code – 0015**

**Comp Level 2609**