

**POSITION DESCRIPTION**

**MGMT INF SPECLST, GS-0301-12**

SETID	HUD01	JOB CODE	HUD105	DATE	04/02/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0301	GRADE	12	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Management Information Specialist								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	OPM PCS MISCELLANEOUS ADMINISTRATIVE AND PROGRAM SERIES, GS-301, TS-34, JAN 79; OPM ADMINISTRATIVE ANALYSIS GRADE EVALUATION GUIDE, TS-98, AUG 90; OPM PCS FOR ADMIN WORK IN THE INFORMATION								
DATE CLASSIFIED	04/12/2005								

**MAJOR DUTIES**

The incumbent serves as a management information specialist, system analyst, and technical systems expert in the Office. In this role the incumbent is responsible for office-wide oversight and coordination of activities and services in connection with management information systems including but not limited to personal computers, information systems and HUD approved computer hardware and software.

**Major Duties and Responsibilities**

- Serves as the Office Technology Coordinator (OTC) for the Office. Provides the full range of IT support services including but not limited to, all issues relevant to office wide desktop productivity and computing needs, assistance with current software products, LAN Administration, hardware, and assistance with requirements for Office mission essential system development and enhancements.
- Coordinates with other OTCs and IT to insure that there is adequate backup to meet organization's needs.
- Provides positive measurable customer satisfaction as part of OTC and other work efforts.
- Meets or exceeds metrics assigned by management to measure success of work products efforts.
- 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, and develops solutions to 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 gain input and then produces the appropriate functional requirement documents.
- Serves as a project leader in the development of new systems, maintenance, and modifications to existing systems.
- Develops and monitors overall project plans that identify milestones, tasks necessary actions to accomplish milestones, deadlines, and relationships between the tasks, project deliverables, constraints, and responsible persons.
- Evaluates the effectiveness of systems, procedures, and methods used to safeguard data privacy in the assigned systems.
- Participates in meetings and user conferences with program managers and other responsible officials to discuss ongoing and future projects, IT requirements, and any other IT related problems issues.
- Reports status to piers as necessary, on the development, general process, and or other matters of interest.
- Participates 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.
- Writes reports and conducts or directs studies as required. The incumbent is oriented toward incorporating new capabilities, consolidating and integrating ongoing processes, improving interfaces with related systems, devising the application of enhanced data collection, and

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 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. Keeps abreast of current developments in 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 within the area of responsibilities are problem identification and analysis, procedural and operating instructions, cost studies, forms design, programming techniques and practices, input and output definitions, etc.

-Monitors and evaluates the progress of contractual work and the quality of deliverables. Monitors all contract procurement and administration within the Division, and for ensures Division adherence to applicable statutes, policies, and procedures.

-Performs other duties as assigned.

#### Knowledge Required by the Position

-Comprehensive 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 to apply experimental theories and new developments to problems not susceptible to treatment by accepted methods.

-Comprehensive 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.

-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 an annual budget recommendation appropriate to the requirements of assigned user organization and in conformance with existing constraints and priorities.

-Knowledge of modern project planning and resource allocation techniques and methodologies to 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, Oracle, Java, ME, database managements systems and other development packages available at EIUD.

-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.

-Knowledge of the procedures and techniques for effective written and oral communication.

#### Supervisory Controls

This position is under the general supervision of the Director, Program Support Division. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee

keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

#### Guidelines

Administrative policies and precedents are applicable but are stated in general terms. Guidelines for performing the work are scarce or of limited use. Guidelines include general policy and procedural standards, and Federal, Departmental, and Office guidelines. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

#### Complexity

The work includes varied duties that require many different and unrelated processes and methods such as those relating to well-established aspects of the IT field. 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. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used. System development and maintenance must accommodate frequent and unpredictable legislative changes, as well as new or modified policies and procedures. The work requires originating new techniques, establishing criteria, or developing new information. All assignments are to be completed in accordance with sound design and development methodologies and procedures on schedule within allotted time.

#### Scope and Effect

The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. The work of the Division in planning, developing, and implementing current and long-range IT services is central to the organization's mission. The work product or service affects a wide range of agency activities. 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 billions of 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.

#### Personal Contact

The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different; and the role and authority of each party is identified and developed during the course of the 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 users of IT services providing advice on development and execution of automation plans.

#### Purpose of Contracts

The purpose of these contacts includes advising high-level officials 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

**MGMT INF SPECLST, GS-0301-12**

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 that is adequately lighted and ventilated. Special safety precautions are not required.

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**

1-7	1250
2-4	450
3-4	450
4-4	225
5-4	225
6-3	60
7-3	120
8-1	5
9-1	5

Total 2790 = GS-12 (2755 - 3150)