

**POSITION DESCRIPTION**  
**PROGRAM ANALYST, GS-0343-11**

SETID	HUD01	JOB CODE	FP0023	DATE	04/06/2006	OPM CERT #			
PAY PLAN	GS	SERIES	0343	GRADE	11	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	PROG ANAL								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION		MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	04/02/2005								

**MAJOR DUTIES**  
**PROGRAM ANALYST**

GS 0343 11

**INTRODUCTION:**

The Program Analyst is located either in the Hub Field Office or Program Center. The incumbent is responsible for providing the supervisor with performance trends on all public housing programs to include: selecting trend priority, gathering data, and coordinating the development of recommended solutions to identified problems; developing recommendations for both internal and external resource allocations; and recommending which programs, solutions and processes should be reviewed for effectiveness.

**DUTIES:**

1. The analyst uses Departmental data systems such as PIC IBS, PHAS, eLOCCS, MTCS and or HUDCAPS to gather data on PHA performance and compliance trends in areas such as, but not limited to the following:

- Section 8 performance
- Section 8 utilization
- PHA fiscal stability, both Low Rent and Section 8
- Resident complaints
- PHA staff and PHA Commissioner turnover
- Declining occupancy rates
- Audit related problems
- Capital Improvements Funds Usage
- Eligibility and Compliance Issues

2. Analyzes the information generated from these systems to track trends, and rank orders those that pose the greatest financial risk to the Department. Provides these results and recommendations to the supervisor and the appropriate staff specialists. Meets with the staff specialists to discuss and analyze the rank order recommendations.

3. Identifies with minimal assistance specific problems gleaned from the performance indicators trend analyses to determine the core cause of the issue(s). Recommends which staff specialists would handle the problem, and monitors the group's progress in developing a solution to the issues. Provides any additional data needed by the staff specialists such as past successes failures and their applicability to the current issue or computer generated alternatives.

4. Determines the most appropriate method of illustrating recommended solutions for presentation to

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management, develops cost benefit analysis report of suggested remedies, and prepares appropriate analytical documents.

5. Monitors performance indicators, and implements long-term proactive performance trending so that potential problems are identified and solutions developed before they reach the problem state. This may involve developing solutions to somewhat-complex, data-specific problems, which are outside the realm of the staff specialists.

6. Tracks the effectiveness of implemented solutions by use of PHAS SEMAP MOA's Improvement Plans, on-site visits, feedback questionnaires, interviews with appropriate personnel and monitoring.

7. Utilizes available computer equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues and generate appropriate work products.

### **Factor 1, Knowledge Required by the Position**

Knowledge of HUD rules and regulations, statutes, and other controlling documents pertaining to all programs administered by the PHA's, and skill in applying evaluative methods to data concerning the effectiveness of the public housing programs operations. In addition, the incumbent must have expert skill in using complex spreadsheet and database systems to manage and analyze, both qualitatively and quantitatively, information from numerous reports sources, which relate to many public housing programs.

Knowledge, based upon work experience involving the statutes of public and assisted housing programs, to be able to effectively communicate with Office management and the staff specialists on problems and be able to monitor the development of solutions to identified problems.

### **Factor 2, Supervisory Controls**

The supervisor and the analyst develop a mutually acceptable project plan based upon Office goals and objectives. The incumbent is responsible for accurate and thorough data analysis, and coordination with the appropriate Office staff specialists on problems trends identified as a product of the analysis.

### **Factor 3, Guidelines**

Methods contained in standard reference texts are not always applicable to the analysis of programs operated by non-federal organizations such as the PHA's, and the incumbent often refers to precedent studies before developing a tailored method for analyzing specific program data.

### **Factor 4, Complexity**

The work consists of analyzing data relating to the operations of all public and assisted housing programs administered by the Field Office, and requires analysis of interrelated issue of effectiveness, efficiency and productivity for all programs. The analyst must be able to identify performance trends for all programs, factoring into the findings variances in program operations for different localities. The staff specialists when developing solutions to problems or methods to reverse unacceptable trends use these findings.

### **Factor 5, Scope and Effect**

The work involves designing studies of operations and analyzing program data to improve the efficiency of the program with an emphasis on the delivery of program benefits at the operating level.

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Factor 6, Personal Contacts, and Factor 7, Purpose of Contacts

Personal contacts include HUD specialists in Public Housing, Office management, and local housing officials.

Factor 8, Physical Demands

The work is usually sedentary and involves sitting comfortable to accomplish most tasks. No special physical demands are required.

Factor 9, Work Environment

The work involves normal risks or discomforts associated with working in an adequately lighted and ventilated office environment.

**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**