

POSITION DESCRIPTION
PROG ANAL, GS-0343-13

SETID	HUD01	JOB CODE	FP0009	DATE	04/11/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0343	GRADE	13	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Program Analyst								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	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	MANAGEMENT & PROGRAM ANALYSIS SERIES, GS-343, TS98 AUGUST 1990								
DATE CLASSIFIED	04/12/2005								

MAJOR DUTIES
PROGRAM ANALYST
GS-0343-13

INTRODUCTION:

The Senior Planning and Evaluation Specialist reports directly to the Director of the Office of Public Housing and serves as the principal advisor to the Director and liaison to the office and to Program Centers, Management Centers and Headquarters.

The incumbent provides guidance and technical assistance to assure that the Office is administering assigned Public Housing and Section 8 Programs in an effective and timely manner, which is responsive to the needs of HUD's customers.

The incumbent is generally responsible for independently analyzing and reporting operational and performance trends and recommending appropriate resolutions to pending program situations. The incumbent will be actively involved in the risk assessment process with respect to research, analysis and coordination with the various functional teams.

DUTIES:

- - Assists the Director in providing technical support, performance oversight, compliance assurance, technical assistance coordination and program implementation.
- Serves as a functional team leader or member as appropriate to facilitate the provision of customer service with respect to program operation, policies and procedures, especially where complex or difficult issues are involved.
- Assists the Director in coordinating the efforts of staff involved in the performance assessment of Public Housing Agencies.
- Consults with the Director with respect to interpreting policy and procedural instructions issued by the Department and provides training and instruction to PHA's, HUB Offices, Program Centers or Management Centers when appropriate.
- Supports and facilitates the achievement of Management Plan goals.
- Represents the office on matters relating to one or more functional areas and maintains contact with HUB Offices, Program Centers and or Management Centers as well as local, state, or other Federal officials to facilitate problem resolution.
- Proactively identifies opportunities to train staff in HUB Office, Program Center, Management Center and or customer groups with respect to policies and

procedures.

-- Uses Department data systems as appropriate such as IBS (SMIRPH), PHMAP, and DAAMS to gather data, perform analysis and formulate recommendations.

-- Participates in the risk assessment process to ensure that the Office or Center is using a performance-oriented approach to the identification, diagnosis and resolution of PHA problems.

-- Establishes and maintains contacts with functional specialists in Headquarters as appropriate to ensure that the office stays current with evolving program requirements.

-- Provides program guidance and technical support and assistance especially involving issues of greater complexity including the preparation of analyses and reports in usable formats; assembly of materials for dissemination to internal and external recipients; identification and explanation of best practices for use within the HUB Office or Management Center jurisdiction as well as nationally.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of HUD rules and regulations, statutes and other controlling documents pertaining to all programs administered by the PHAs and skill in applying evaluation methods to data concerning the effectiveness of the public housing and or Section 8 programs operations. In addition, the incumbent must have skill in using complex spreadsheet and database systems to manage and analyze, both qualitatively and quantitatively, information from numerous reports and sources, which relate to many public housing programs.

Knowledge, based upon thorough analysis of the status of public housing and or Section 8 programs, to be able to effectively communicate with office management and functional groups on specific problems and be able to monitor the development of solutions to identified problems.

FACTOR 2, SUPERVISORY CONTROL

The incumbent reports directly to the Director of the Center or HUB Office. Assignments are given in general terms based upon Headquarters and HUB Office or Management Center goals and objectives. The incumbent is independently responsible for planning and carrying out assignments by determining, after identifying problem areas, what data should be evaluated to provide necessary information on which to formulate a plan of action for resolution of problematic issues.

Work is reviewed for consistent interpretation of legal precedents, equitable treatment of housing authorities, impact on Departmental policy and effectiveness in supporting program objectives. The incumbent's expertise is such that recommendations are usually accepted.

FACTOR 3, GUIDELINES

Guidelines include legislative statutes, Departmental regulations and the Annual Contributions Contract and other contractual agreements that might exist between HUD and Housing Authorities.

The incumbent uses judgment in deviating from established methods to obtain information on unusual cases and analyzes trends to clarify the need for changes to existing guidelines. Further, methods and procedures contained in standard reference texts are not normally applicable to the analysis of programs operated by nonfederal organizations such as the PHAs and the incumbent must in many cases

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develop a tailored method for analyzing specific program data so that the Director of the Office or Center, subordinate supervisors, Team Leaders and functional specialists can better understand the range and specifics of the identified problems.

FACTOR 4, COMPLEXITY

The work consists of complex analysis of data relating to the operations of all public housing programs and administered by the HUB Office or Management Center and requires analysis of interrelated issues of effectiveness, efficiency and productivity for all programs. The incumbent must be able to identify performance trends and deficiencies for all programs, factoring into the findings variances in program operations for different localities. These findings are used by the incumbent and functional specialists when developing solutions to problems or methods to reverse negative trends.

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. Recommendations involve significant or controversial issues, may deal with substantial expenditures or major problems. The work affects the living conditions of the residents in the public housing and Section 8 assisted-housing units.

FACTOR 6, PERSONAL CONTACTS

Personal contacts include those with HUD specialists in the HUB Offices, Program Centers, Management Centers, staff in Headquarters, staff of other Federal and state agencies, congressional staff, local housing authorities and program participants applicants.

FACTOR 7, PURPOSE OF CONTACTS

The purpose of the incumbent's contacts are for coordinating programmatic issues with other management staff in the HUB Office, Program Center, Management Center and Headquarters; and, for negotiating with both HUD and PHA staff on actions related to improving the effectiveness of public housing and Section 8 programs. The contacts may often involve negotiations on sensitive issues and encounters with resistant and uncooperative officials requiring the incumbent to be persuasive and tactful.

FACTOR 8, PHYSICAL DEMAND

The work is usually sedentary and involves sitting comfortably 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

1-8 1550

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2-4	450
3-5	650
4-5	325
5-4	225
6-3	60
8-1	5
9-1	5

Total 3270 = GS-13 (3155 - 3600)