

POSITION DESCRIPTION
PROG ANAL, GS-0343-07

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|-----------------|---|----------------------|------------|----------------------|------------|--------------------|-----------|-------------|------------|
| SETID | HUD01 | JOB CODE | FP0040 | DATE | 04/06/2006 | OPM CERT # | | | |
| PAY PLAN | GS | SERIES | 0343 | GRADE | 07 | 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 | Nonexempt | PATCOB | Admin | EXECUTIVE DISCLOSURE | No | EMPL/FIN INTEREST | No | FUND SOURCE | Approp Fnd |
| CLASSIFIER | William S Fox | | | | | | | | |
| CLASS STANDARD | PCS FOR MANAGMENT AND PROGRAM ANLYSIS SERIES, GS-343; ADMIN ANALYSIS GRADE EVALUATION GUIDE | | | | | | | | |
| DATE CLASSIFIED | 04/06/2006 | | | | | | | | |

MAJOR DUTIES

PROGRAM ANALYST, GS-0343-13

This position is located either in the Hub Field Office or Program Center. The incumbent reports directly to the Director of the Office of Public Housing and serves as the principle 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.

Incumbent performs the following specific duties:

- 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
- 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 the Management Plan goals.
- Represents the office on matters relating to one or more functional areas and maintains contact with the 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.

- 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 of Management Center jurisdiction as well as nationally.
- Performs other duties as assigned.

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.
- Knowledge of and skill in applying evaluative methods to data concerning the effectiveness of the public housing programs operations.
- 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 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 Controls

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 or 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 analyses 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 develop a tailored method for analyzing specific program data so that the Director of the Office or Center, 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 and assisted housing programs administered by the HUB or Program Center 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. 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

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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 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 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

| | |
|-----|-----|
| 1-6 | 950 |
| 2-2 | 125 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-1 | 5 |
| 9-1 | 5 |

Total 1435 = GS-7 (1355 - 1600)