

**POSITION DESCRIPTION**  
**PROG ANAL, GS-0343-09**

SETID	HUD01	JOB CODE	FP0041	DATE	04/06/2006	OPM CERT #			
PAY PLAN	GS	SERIES	0343	GRADE	09	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-0343-09**

This position is located either in the Hub Field Office or Program Center. In a developmental capacity, the incumbent performs the following specific duties:

- Assists in providing to the supervisor performance trends on all public housing programs by selecting trend priority, gathering data and providing information.
- Assists higher-level staff members in the planning, developing, implementing, and maintaining the Office's automated systems that support the administration and management aspects of the Public and Assisted Housing programs.
- Uses Departmental data systems such as PIC IBS, PHAS, eLOCCS, MTCS and 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
- 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.
- Identifies 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.
- Determines the most appropriate method of illustrating recommended solutions for presentation to management, develops cost benefit analysis report of suggested remedies, and prepares appropriate analytical documents.
- 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 semi-complex, data-specific problems, which are outside the realm of the staff specialists.
- 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.
- Utilizes available computer equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues and generate appropriate work products.
- 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.
- Skill in applying evaluative methods to data concerning the effectiveness of the public housing programs operations.
- Skill in using somewhat-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 experience 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 or subordinate supervisor as assigned sets the overall work objectives. The incumbent, plans coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of assigned projects. Work problems are also reviewed for consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations. Findings and recommendations develop by the employee are reviewed prior to release, publication, or discussion with management officials.

**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 HUD-PIH, 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 with minimal guidance and assistance from higher-level staff members. The incumbent also provides assistance to the staff specialists when developing solutions to problems or methods to reverse unacceptable 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.

**Factor 6 - Personal Contacts**

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

**Purpose of Contacts**

**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
2-3	275
3-3	275
4-3	150
5-3	150
6-2	25
7-2	50
8-1	5
9-1	5

Total 1885 = GS-9 (1855 - 2100)