

POSITION DESCRIPTION

SUPERVISOR MGMT & PROG ANAL, GS-0343-15

SETID	HUD01	JOB CODE	HA0299	DATE	07/11/2007	OPM CERT #			
PAY PLAN	GS	SERIES	0343	GRADE	15	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	SUPERVISORY SENIOR MGMT & PROG ANAL								
SPVY LEVEL	Supv/Mgr	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	8888
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Dianne Wilkins								
CLASS STANDARD	OPM PCS MGMT & PROGRAM ANALYSIS SERIES, GS-343, AUG 90; OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98								
DATE CLASSIFIED	07/11/2007								

MAJOR DUTIES

SUPERVISORY SENIOR MGMT & PROG ANAL, GS-0343-15

The incumbent, serves as the primary Administrative organizational project representative, for organization-wide studies of extensive scope and duration. Works to identify short-and long-range courses of action to effectively and efficiently comply with legislative and regulatory changes that currently, or in the future, impact the organization. Provides consultation to, and works cooperatively with other organizational entities as needed. Incumbent is the Administrative expert advisor to senior management, providing theoretical and practical guidance regarding the application of complex, multi-functional, multi-layered strategic planning, leadership, management of research and analytical goals, objectives, issues, processes, and procedures, which will further Administrative programs and achieve overall Governmental initiatives.

The incumbent develops a corporate strategy and plan for improving the overall quality of Administrative programs. This requires working with the agency's Leadership Team, to establish a priority list of areas needing multi-faceted program reviews, identifying the need for, organizing, and conducting and analyzing a broad range of complex studies of agency policies, programs and operations.

Assess the effectiveness of programs and consistency with the Agency's goals, objectives, and policies.

Initiates the development of plans and objectives for nationwide Administrative reviews and studies. When conducting reviews, assesses Administrative programs and operations including those mandated by legislation and or regulation, those identified as having high risks, and those in which significant improvements could be achieved.

Incumbent manages and conducts complex, cross-cutting studies. Uses advanced analytical techniques to assess and design appropriate improvement plans with the primary purpose of improving organizational effectiveness.

Reviews and comprehensively analyzes data that may benefit Administrative strategic planning and management methods to resolve current and systemic problems. Analyzes and evaluates policies, programs; and studies of existing directives and procedures to identify barriers and challenges.

Provides consultation to managers, within the agency, on the planning, implementation, and administration, of current and multi-year strategies, related to the mission of the organization.

Incumbent plans, directs, and evaluates the application of promising new concepts, methods, and systems utilized at other agencies and outside organizations.

Supervises a staff of highly skilled Program and Management Analysts, including GS-14 and below. Responsible for carrying out the functions of the Office. Interviews, selects, train and evaluate employees.

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Factor 1. Program Scope and Effect

Serves as a senior departmental expert and project leader responsible for management analysis methodologies and for the design and conduct of studies of the effectiveness and efficiency of program operations and management systems throughout the Department. Evaluations take into consideration factors such as cost-effectiveness, attainment of program goals and objectives, and compliance with pertinent regulatory guidelines.

The incumbent's efforts in developing and establishing uniform functional process improvement methods and tools will have applicability in all functional areas of the Department.

Recommendations and commitments made at this level are considered authoritative and have broad impact.

Factor 2. Organizational Setting

The incumbent serves as Director of the Office of Management and Planning. The incumbent works under the general direction of the Deputy Assistant Secretary for Budget and Management Support.

Factor 3. Supervisory and Managerial Authority Exercised

The incumbent reports to the Deputy Assistant Secretary for Budget and Management Support and functions as a key member of the management team. He/she receives only broad guidance and direction and is evaluated in terms of total program effectiveness.

Factor 4. Personal Contacts

Nature of Contacts 4A

Incumbent will have frequent contact with HUD senior managers and other key officials throughout the Department, other Federal agencies, and with counterparts in the private sector.

Contacts are made during meetings, by telephone, and by individual face to face visits both within and outside HUD.

Purpose of Contacts 4B

The purpose of the contacts are to advise managers on the appropriate application of management and process improvement technologies and to influence managers and other officials to accept and implement findings and recommendations on organizational and program effectiveness.

Other contacts may be for continuing education, awareness, and information sharing on the various methodologies and tools to be applied.

Incumbent may serve on panels and committees concerned with planning interagency programs as an authoritative expert.

Factor 5: Difficulty of Typical Work Directed

Projects and programs are diverse in nature and may require analysis of interrelated issues of effectiveness, efficiency and productivity affecting major administrative programs of the Department. Studies are often complicated by the need to consider and evaluate the impact of changes in regulatory requirements; the political, economic, and social consequences of changes in the type and amount of services provided; or the changing nature of the program's clients and beneficiaries. Broad segments of the work are not covered adequately by manuals, previous reports, or established management survey programs. Projects and programs cut across or very strongly influence several departments and may set precedents for resolving managerial problems.

Assignments require analysis of equally important or complex functions, which have substantial influence on the department or other agencies. Such assignments may lead to transfers of program responsibilities between agencies.

Incumbent is considered a technical authority and furnishes highly advanced technical guidance and

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information to top-level administrative and technical agency personnel, other Government agencies, and private industry. Serves on panel and committees concerned with planning interagency programs as authoritative experts.

Factor 6. Other Conditions

Effective performance of the duties outlined requires a background of education, training, and progressively more responsible professional experience. This includes responsibility for complex, nationally significant programs.

As a Supervisory Senior Management and Program Analyst, the incumbent will develop a corporate strategy and plan for improving the overall quality of Administrative programs. Incumbent must be able to manage a staff of highly skilled professional analysts in a variety of projects involving planning, performance measurement and change management and demonstrate expert knowledge in the managerial and technical aspects of defining, planning, designing, and delivery of such projects. The incumbent must also possess a mastery of advanced management and organizational principles and practices; and a comprehensive knowledge of regulations, guidelines and processes.

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

1-5	900
2-1	100
3-4	900
4a-4	100
4b-4	125
5-5	650
6-6	1325

Total 4100 = GS-15 (4055 - 9999)