

REASON FOR THIS POSITION

1. NEW 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER 3. REPLACES PD NUMBER

POSITION DESCRIPTION COVER SHEET *HG2740*

RECOMMENDED

1. TITLE: *INT ANALYST*

2. PAY PLAN: *GS* 3. SERIES: *343* 4. GRADE: *13*

5. (Optional) 6. INCUMBENT (OPTIONAL)

OFFICIAL TITLE

Manit & Program Analyst

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. UA	17. CLASSIFIER
GS	343		13		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<i>DEL BREWER</i>

ORGANIZATIONAL STRUCTURE (Agency/Bureau)

Department of Housing and Urban Development

Assistant Secretary for Housing-FHC

Deputy Assistant Secretary for Single Family Homeownership Center

6b. *Servicing & Loss Mitigation Division*

SUPERVISOR'S CERTIFICATION

Verify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

SUPERVISOR'S SIGNATURE: *[Signature]* 20. DATE: *7/15/97*

21. SECOND LEVEL SUPERVISOR'S SIGNATURE: _____ 23. DATE: _____

24. SECOND SUPERVISOR'S NAME AND TITLE: _____

P. Retinas, Assistant Secretary For Housing-Federal Housing Commissioner

FACTOR EVALUATION SYSTEM

FACTOR	26. FLD/BMK	27. POINTS	FACTOR	25. FLD/BMK	28. POINTS
Knowledge Required	<i>1-2</i>	<i>1550</i>	6. Personal Contacts	<i>30</i>	<i>180</i>
Supervisory Controls	<i>2-4</i>	<i>450</i>	7. Purpose of Contacts		
Guidelines	<i>3-4</i>	<i>450</i>	8. Physical Demands	<i>8-1</i>	<i>5</i>
Complexity	<i>4-5</i>	<i>325</i>	9. Work Environment	<i>9-1</i>	<i>5</i>
Scope and Effect	<i>5-4</i>	<i>225</i>	TOTAL POINTS		<i>3190</i>
					GRADE <i>13</i>

CLASSIFICATION CERTIFICATION

Verify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

SIGNATURE: *[Signature]* 29. DATE: *7/17/97*

NAME AND TITLE: *DEL BREWER*

Personnel Maint Spec, 3PM (PCS, GS-343 Series, Hrd 14/15/96), 01M/PCS, Admin. Anal. GS-606, dtd 1/90

33. OPM CERTIFICATION NUMBER: _____

Program
MANAGEMENT ANALYST
GS-343-13

I. INTRODUCTION

This position is located in the *Scarcity loss mitigation Div.* of the Office of Housing. The incumbent reports directly to the Director. This position serves as the expert analyst who has mastered the application of a wide range of methods for assessing and improving program effectiveness.

The incumbent in this position applies advanced analytical and evaluative methods for making recommendations with respect to researching problems and issues of program and operational effectiveness.

The Office includes Automation, Administrative Support, Management Services, Contract and Communications.

II. DUTIES AND RESPONSIBILITIES

- o Provides Human Resource administrative and management advice and assistance to managers, supervisors and employees.
- o Develops and implements Human Resource policies, programs and procedures for all Housing personnel, ie., GS, GM, WG, and SES.
- o Develops, manages, and or coordinates hiring programs.
- o Surveys, develops, analyzes and assesses all of Housing training needs.
- o Determines needs; develops, manages and may present actual training courses.
- o Performs management studies.
- o Develops, manages and writes computer programs for various Housing tracking systems.
- o Recommends approval of all Housing training funds.

- o Manages, reviews and analyzes Housing Performance Appraisal submissions
- o Tracks and recommends approval of training travel funds.
- o Develops, writes and disseminates administrative instructions, procedures and policies for all Headquarters Housing employees relative to resources and administrative support, i.e., recruitment and staffing; position management and position classification; travel; time and attendance; payroll processing; training; employee performance and appraisal (EPES & EPAS); merit pay; SES; labor relations, and executive identification and development.
- o Exercises responsibility for all equal opportunity programs within Housing.
- o Serves as the liaison between Housing and FHEO.
- o Develops and implements affirmative action programs in Housing.
- o Develops the plans, programs and work analyses necessary to define, establish and implement administrative, personnel, control systems work methods and procedure.
- o Performs extensive and in-depth reviews of management and support systems in operation or being developed to assure their progress and practicability and efficiency is relative to the overall goals and objectives of Housing.
- o Prepares, analyzes and evaluates manpower, administrative, financial, budget, and cost studies; evaluates opportunities for improvements in management systems; presents advice and recommendations for review and implementation.
- o Prepares and identifies various trend analyses situations, ratios and deviations, etc., as a result of the various analyses conducted for managers and supervisor.
- o May serve as a team member or project leader in developing studies, requirements for automated systems, surveys, reviews and have full responsibility for interactions between managers, and the office of Information Policies and Systems (OIPS).

- o Performs ongoing evaluations of various components of Housing resulting in improvement recommendations for operating efficiency and effectiveness.
- o Participates in the development and implementation of Housing-wide program management, ADP control, and personnel management systems.
- o Conducts special cost-benefit analyses, studies, reports, surveys, inquiries and evaluations.
- o Prepares oral and written reports and presentations; prepares graphs and charts that present clearly, concisely and effectively analytical results of evaluations and studies performed; provides staff support for formal presentations.
- o Prepares replies to inquiries from members of the; congress, other government agencies, Field offices, contractors, and the general public on complex and substantive questions relating to Housings operations or procedures.

III. FACTORS

FACTOR 1. Knowledge required by the Position

Expert knowledge of the office of Housing policies, its programs regulations, activities and functions.

Expert knowledge of modern ADP capabilities, including data base management, analysis and design techniques.

Indepth knowledge of Housing manuals and management systems.

Expert knowledge of administrative, management, Human Resource and fiscal regulations as they relate to the policies, functions and practices in Housing and the Department.

Comprehensive and extensive knowledge of function, and principles of management analyses.

Expert knowledge of Federal civilian personnel and employee programs rules, regulations and practices.

Extensive knowledge of practices, theories, techniques and methodology of management analyses.

Expert knowledge of the Departments structure, functions, procedures and practices.

Skill-in gathering, assembling and analyzing complex facts, drawing conclusions, and devising solutions to complex problems.

Ability to make oral and/or written reports; give clear presentations in and concise manner.

Ability to gain cooperation as well as cooperating with others.

Ability to plan, design and direct Housing training needs survey.

FACTOR 2. Supervisors Controls

Incumbent works under general supervision. HE/she performs assignments and tasks independently. Completed work is reviewed for conformance with HUD and Housing policy.

FACTOR 3. Guidelines

Guidelines include verbal and written-instructions, Department Handbooks, Federal Personnel Manuals, travel regulations, various computer manuals and instruction books. Guidelines are not always available and the incumbent must often interpret those guidelines and instructions which are not always available, to meet the needs of Housing management.

FACTOR 4. Complexity

Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major programs of the agency. Studies are often complicated with difficult characteristics being encountered in planning and establishing long range program goals and objectives.

FACTOR 5. Scope and Effect

The primary purpose of the position is to facilitate, direct and manager Housings goals, and objectives. This includes providing information, advice, and recommendations to employees, managers and top officials.

FACTOR 6. Personal Contacts

Contacts are with top level personnel from offices throughout Headquarters, other Federal agencies, private contractors, associates within the incumbent's immediate agency and organization.

FACTOR 7. Purpose of Contacts

Contacts are for the purpose of obtaining, providing or clarifying information, following up on status of documents, and explaining regulations, procedures and requirements.

FACTOR 8. Physical Demands

The work is sedentary in nature but does require occasional walking, bending, and stooping when using files. Some travel may be required

FACTOR 9. Environment

The work is performed in an office setting.