

POSITION DESCRIPTION
PROG ANAL, GS-0343-12

SETID	HUD01	JOB CODE	FP0022	DATE	10/02/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0343	GRADE	12	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	PROG ANAL								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION		MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	04/02/2005								

MAJOR DUTIES

This position is located in the Office of Public and Indian Housing (PIH), Office of Public Housing, in either a Hub Field Office or Program Center, under the jurisdiction of the Office of Field Operations. The incumbent reports directly to the Director of the Office of Public Housing or subordinate supervisor and serves as an advisor to the Director or subordinate supervisor 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 and is 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.

MAJOR DUTIES AND RESPONSIBILITIES

--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

--Provides technical support, performance oversight, compliance assurance, technical assistance coordination and program implementation;

--Serves as a functional team 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.

--As a team member, coordinates the efforts of staff involved in the performance assessment of Public Housing Agencies.

--Consults with the Director or subordinate supervisor 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.

--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 somewhat-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.

--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 as technical support and assistance 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

--Knowledge of HUD rules and regulations, statutes, and other controlling documents pertaining to all programs administered by the PHA's, and skill in applying evaluative methods to data concerning the effectiveness of the public housing programs operations.

--Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity of assigned programs.

--Knowledge, based upon work experience involving the statutes 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.

--Skill in applying analytical and evaluative methods and techniques in developing of new procedures and approaches to identify and resolve significant issues and problems of a unique nature.

--Expert 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.

--Ability to communicate effectively to make recommendations to management and brief them.

Factor 2, Supervisory Controls

The incumbent reports directly to the Director of the Office or subordinate supervisor.

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 analyzing 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 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, and Factor 7, Purpose of 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.

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 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