

IC 6921

POSITION DESCRIPTION
COVER SHEET

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED			5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE (Optional)	9. INCUMBENT (OPTIONAL) <i>Sam Miller - Incumbency only</i>
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OFFICIAL

10. TITLE
Senior Project Management Specialist

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	301		14		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	G. Lyman

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Department of Housing and Urban Development	6th
2nd Administrative Services Center 1-New York	6th
3rd Administrative Resources Division	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this 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.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
		<i>Sharman R. Lancefield</i>	4.10.98
21. SUPERVISOR'S NAME AND TITLE		24. SECOND SUPERVISOR'S NAME AND TITLE	
		Sharman R. Lancefield, Director Administrative Service Center 1	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	28. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

CLASSIFICATION CERTIFICATION

I certify 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.

29. SIGNATURE	30. DATE
<i>Nancy Lyman</i>	4/10/98
31. NAME AND TITLE	

32. REMARKS	33. OPM CERTIFICATION NUMBER
GS-14 is incumbency grade only. Position not to be filled at this level, or growth. 12/7/2002	

IC 6991

SENIOR PROJECT MANAGEMENT SPECIALIST

GS-301-13 14 Incumbency grade only.

1. Introduction

This position is located in the Administrative Service Center (ASC), Administrative Resources Division (ARD). The incumbent provides authoritative guidance and expertise in analyzing, planning, implementing and performing a variety of administrative services in functional areas of space, facilities, property security and telecommunications, as assigned, relating to the mission of the division. The incumbent serves as an advisor in various areas of expertise to other members of the Project Management Team, and typically is responsible for the largest and/or most complex or innovative projects

2. Duties and Responsibilities

The incumbent participates in goal setting for state and area offices, monitoring performance, establishing procedures, reviewing and interpreting changes in regulations and policies for the ASC jurisdiction. Provides advice and assistance to state and area coordinators, operating officials and program managers, devising and implementing new systems, performing studies and reviews of operations.

Serves as Project Team Leader in the oversight of the diverse workload assignments of the Project Management Specialists. Distributes and balances workload among the team and makes team assignments so that projects are completed within the customer's time frame, and staff are available to monitor all phases, particularly the construction and occupancy phases. Resolves issues of controversy critical to project accomplishment.

Utilizes available computer equipment and data systems to maintain costs of office moves/redesigns, i.e., space build out, furniture purchase or realignment, cabling, and telecommunications for all projects within the Administrative Resources Division's jurisdiction. Generates reports for project management specialists and program areas used to estimate project feasibility.

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Space Management

Studies space needs of various organizations. Reviews include the size of operations, workflow patterns, equipment needs, furniture needs, future requirements, and special requirements that effect the interrelations of personnel and space needs. Develops space layouts, using computer aided design (CAD) systems, in conjunction with planning and designing state and area office worksites in the ASC jurisdiction. Serves as a consultant to Administration staff on complex issues associated with space design, furniture layout, and construction management. Provides continuous coordination among a variety of internal and external groups. Assignments involve continuing responsibility for the development, planning and accomplishing several complex project tasks.

Serves as project manager for the relocation of state and area offices consisting of 100 plus staff within the ASC jurisdiction. Formulates HUD's position on plan development and modifications for all phases of an office relocation, construction or realignment/improvement of office space. Works with appropriate authorities and the General Services Administration to secure needed changes in plans in consultation with appropriate field office management personnel. Plans address a wide variety of considerations including demolition and constructions aspects, computer cabling, telecommunications systems, electrical systems; as well as management's requirements for a productive work environment to meet specific program area needs.

Provides technical assistance to project management specialists in developing complex implementation schedules required for the space redesign of large space alteration projects of 75 plus workstations. Determines the size of swing space needs and coordinates the flow of staff through the space during the construction and occupancy phases of projects. Coordinates with telecommunications contractors, general contractors, security contractors, furniture installers, manpower staff, and information technology staff on large and complex projects to assure adherence to relocation schedule and acceptable standards of work.

Prepares cost estimates and implementation schedules based on past experiences, knowledge of various contractors services, contractor activities and required Departmental time frames. Coordinates with telecommunication contractors, electricians, carpenters, painters, movers, carpet installers, and other ASC divisions to assure adherence to relocation schedule and acceptable standards of work.

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Serves as the focal point for all communication with all parties involved in a space management project and resolves and mitigates the impact of problems or adjusts activities of contractors, as necessary, to meet established deadlines.

Telecommunications

Reviews requests from state, area, or program offices for additional communications services or for changes existing services or equipment. The incumbent uses his/her knowledge to review existing contractual relationships for equipment and services administered by the General Services Administration network requirements, and for compatibility with established long distance commercial telephone systems, protocol requirements, and on-line security protection. This includes knowledge of operating characteristics and interoperability requirements for a variety of specialized communication systems such as automated voice attendant, satellite and video telecommunications, and digital networks.

The incumbent is required to have knowledge of administrative budget processes and interpret rate tables and price schedules. Analytical skills are required to evaluate the efficiency of operations and make recommendations involving equipment and system efficiency and economy. The incumbent conducts studies to determine the need for replacement equipment and systems, the adequacy of services in conjunction with staffing levels, hours of operations, and the degree of technology required to maintain acceptable levels of service. Organizational analysis is required to allow adjustments in current service to support staffing in relation to required levels of service.

Facilities

Coordinates building management activities with GSA and lessors to insure the adequate services and facilities are provided. Evaluates adequacy of building management, maintenance and operations. Reviews and responds to request for action on facility issues such as relocation of electrical/telephone outlets, inadequate maintenance, heating or air-conditioning, health and safety concerns, etc. Takes or recommends action to respond to needs. Monitoring funding levels. Prepares reports.

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Nature of Services

Works involves analyzing an organization's requirements for space and facilities based on anticipated volume of operations, known or potential changes in functions, workflow, and future plans for expansion or contraction of operations, and negotiating with service agencies and lessors to adapt existing space or lease additional space for the organization. Telecommunications work involves investigating and analyzing a variety of telecommunications problems, questions, or conditions associated with formulating projects or studies to substantially alter major telecommunications systems. Incumbent establishes criteria in ASC jurisdiction in his/her area of specialization, and/or evaluates the effectiveness of voice, data, and/or video systems, formulates recommendations for long range planning. Work is undertaken to develop telecommunications policies and procedures to insure proper control over the Department's equipment and facilities, and installation of economical systems and equipment for achieving cost effective and telecommunications service.

Organizational Environment

The incumbent works with a diverse number of organizations in housing, administration, community planning and fair housing which are involved in a wide scope of functional operations. Space, telecommunications and facilities support require considerable adaptation and tailoring of total support services programs. The incumbent must develop policy and provide program direction in their areas of expertise to meet the demands of both the program areas serviced by the ASC jurisdictions and the Department.

Functions and programs implemented by the incumbent typically change as a result of new or amended legislation or Departwide objectives. These changes place additional demands on the incumbent to provide new or alter major services, frequently with very short lead times.

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The incumbent is responsible for coordinating services to approximately 1,000 to 2,500 employees within the designated ASC jurisdiction. Duties may require the incumbent to directly provide selected support services programs and functions involving space, facilities management, telecommunications, and systems furniture installation to all offices within the jurisdictions, including remote sites and the local operation site. The incumbent also reviews the operation of the subordinate support services through on-site inspections and analysis of management reports or audits.

Level of Responsibility

The incumbent performs assignments of broad scope involving various projects, studies, or evaluations requiring the application of many different and unrelated processes, differing regulatory criteria and procedures, and significant departures from established practices. The work often involves analyzing, planning, scheduling, and/or coordinating the installation of new equipment and/or techniques for which new criteria and guides must be developed. The incumbent reaches decisions and plans actions to develop and implement new methods and techniques that satisfy policy and/or operational requirements. The incumbent makes recommendations for changes in basic policy issuance and for implementing instructions covering established space and communication techniques, practices, and methods based on personal analysis of a general policy directive and/or objective. Many other factors may require extensive analysis and coordination to implement a relocation plan, such as conflicting requirements or objectives that may be imposed by other agencies. The incumbent must consider probable areas of future change in system designs, equipment developments, or comparable aspects of projects in order to prepare for later changes.

The supervisor provides general guidance regarding policy and program requirements and responsibilities and reviews work only for attainment of program objectives. The incumbent receives only broad instructions and is depended on to initiate final action within the capacity of his/her knowledge. The incumbent is expected to exercise initiative, ingenuity, and good judgement in recommending new ideas, methods, equipment, and techniques without precedence or guidance and in managing large and complex projects. The incumbent keeps the supervisor informed of important developments and is guided by laws, regulations, rules regarding space and facility management and accepted telecommunication engineering principles and techniques.