

REASON FOR THIS POSITION

| | | |
|------------------------------------|--|---|
| 1. NEW <input type="checkbox"/> | 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/> | 3. REPLACES PD NUMBER (8) <input type="checkbox"/> |
|------------------------------------|--|---|

POSITION DESCRIPTION COVER SHEET

COMMENDED

| | | | |
|--|-------------------------|----------------------|--------------------|
| 4. TITLE Management Analyst | 5. PAY PLAN (2) GS | 6. SERIES (4) 343 | 7. GRADE (2) 13 |
| 8. WORKING TITLE (Optional) Systems and Support Manager | 9. INCUMBENT (Optional) | | |

OFFICIAL

| | | | | | | |
|---------------------------------|-----------------------|--------------|--------------------|-----------------------------------|--|--|
| 10. TITLE Management Analyst | | | | | | |
| 11. PP (2) GS | 12. SERIES (4) 343 | 13. FUNC.(2) | 14. GRADE(2) 13 | 15. DATE (mm/dd/yyyy) 06/21/04 | 16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No | 17. CLASSIFIER (Name) Wm. Scott Fox |

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

| | |
|---|-----|
| 1st U.S. Department of Housing and Urban Development | 5th |
| 2nd Assistant Secretary for Housing - FHC | 6th |
| 3rd DAS for Affordable Housing Preservation | 7th |
| 4th Headquarters Preservation Office | 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 the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge 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 (mm/dd/yyyy) | 22. SECOND LEVEL SUPERVISOR'S SIGNATURE | 23. DATE (mm/dd/yyyy) |
| 21. SUPERVISOR'S NAME | 24. SECOND LEVEL SUPERVISOR'S NAME Sean G. Cassidy | | |
| 21a. SUPERVISOR'S TITLE | 24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary for Housing | | |

FACTOR EVALUATION SYSTEM

| FACTOR | 25. FLD/BMK | 26. POINTS | FACTOR | 25. FLD/BMK | 26. POINTS | |
|-------------------------|-------------|------------|------------------------|-------------|--------------|-----------|
| 1. Knowledge Required | 1-8 | 1550 | 6. Personal Contacts | 6-3 | 60 | |
| 2. Supervisory Controls | 2-4 | 450 | 7. Purpose of Contacts | 7-b | 50 | |
| 3. Guidelines | 3-4 | 450 | 8. Physical Demands | 8-1 | 5 | |
| 4. Complexity | 4-5 | 325 | 9. Work Environment | 9-1 | 5 | |
| 5. Scope and Effect | 5-5 | 325 | TOTAL POINTS | | 3420 | |
| | | | | | GRADE | 13 |

CLASSIFICATION CERTIFICATION

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

| | |
|---------------------------------------|--|
| 29. SIGNATURE <i>Wm. Scott Fox</i> | 30. DATE (mm/dd/yyyy) 06/21/04 |
| 31. NAME Scott Fox | 31a. TITLE Human Resources Specialist |
| REMARKS FLSA Exempt, FPL GS-14 | 33. OPM CERTIFICATION NUMBER |

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

KEY DATA

| | | | | | |
|-------------------------|---------------------------------------|--------------------|----------------|--------------------|------------------|
| ACTION (1) A/C/D/I/R | 2. DEPT. CD./AGCY-BUR-CD. (4) HU83 | 3. SON (4) 4400 | 4. MR. No. (6) | 5. GRADE (2) 13 | 6. IP NUMBER (8) |
|-------------------------|---------------------------------------|--------------------|----------------|--------------------|------------------|

B. MASTER RECORD

| | | | | | | | | | | | |
|--|--------------------------|----------------------|--|---|-----------------------------|---|-----------------------------------|---|--------------------|--|--|
| 1. PAY PLAN (2) GS | 2. OCC. SER. (4) 0343 | 3. OCC. FUNC. CD (2) | 4. OFF. TITLE CD (6) 9999 | 5. OFF. TITLE (38) Management Analyst | | | | | | | |
| 6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1 | | 7. SUP. CD. (1) 8 | | 8. CLASS. STD. CD. (1) X X = New Std. Applied Blank = NA | | 9. INTERDIS. CD (1) N N = No Y = Interdis. | | 10. DATE CLASS (mm/dd/yyyy) 06/21/04 | | | |
| 11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary | | | 12. INACT/ACT (1) A 1 = Inactive A = Active | | 13. DATE ABOL. (mm/dd/yyyy) | | 14. DATE INACT/REACT (mm/dd/yyyy) | | 15. AGCY. USE (10) | | |
| 16. INTERDIS. SER. (40) | | | | | | | | | | | |
| 17. INTERDIS. TITLE CD. (50) | | | | | | | | | | | |

C. INDIVIDUAL POSITION

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|---|-----------|--|--|---|-----|--|-----|--|---|--|--|--|--|--|--|
| 1. FLSA CD. (1) E = Exempt N = Nonexempt E | | 2. FIN. DIS. REQ. (2) ON 0 = None 1 = CD219 2 = CD220 3 = SF278 4 = AD392 5 = SF849 | | 3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C | | 4. POS. SENS (3) 1NU 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive | | 5. COMP. LVL. (4) 0344 | | | | | | | |
| 6. WK. TITLE CD. (4) 9999 | | 7. WK. TITLE (38) Systems and Support Manager | | | | | | | | | | | | | |
| G. STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*) | | | | | | | | 9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or Series E = New Position/New FTE | | | | | | | |
| 1st 83 | 2nd 11 | 3rd 13 | 4th | 5th | 6th | 7th | 8th | | | | | | | | |
| 10. TARGET GC. (2) 14 | | 11. LANG. REQ. (2) | | 12. PROJ. DTY IND. (1) N Blank = NA Y = Yes | | 13. DUTY STATION (9) State (2) City (4) County (3) 11 0010 001 | | 14. BUS. CD. (4) 0015 | | 15. DATE LAST AUDIT. (mm/dd/yyyy) 06/21/04 | | 16. PAS. IND. (1) Blank = NA 1 = PAS | | 17. DATE EST. (mm/dd/yyyy) 06/21/04 | |
| 18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RREG 6 = Policy Analysis GEG 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use | | | | | | 19. DATE REQ. REC. (mm/dd/yyyy) | | 20. NTE. DATE (mm/dd/yyyy) | | 21. POS. ST. BUD (1) Y Y = Perm N = Other | | | | | |
| 22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) | | | | | | | | | | | | | | | |
| Normal Act | | | Maintenance Review Act | | | Results | | | | | | | | | |
| 3 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev. | | | 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev. | | | 3 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change | | | 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. | | | 9 = Other | | | |
| 23. DATE EMP. ASGN. (mm/dd/yyyy) | | 24. DATE ABOL. (mm/dd/yyyy) | | 25. INACT/ACT (1) A 1 = Inact 2 = Act. | | 26. DATE INACT/ACT (mm/dd/yyyy) | | 27. ACCTG. STAT. (4) 0001 | | 28. INT. ASGN. SER. (4) | | 29. AGCY USE (8) | | | |
| 30. CLASSIFIER'S SIGNATURE | | | | | | | | | | 31. DATE (mm/dd/yyyy) 06/21/04 | | | | | |
| 32. REMARKS | | | | | | | | | | | | | | | |

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Management Analyst, GS-343-13
(Systems and Support Manager)

LOCATION: Headquarters Preservation Office, Office of Affordable Housing
Preservation, Office of Housing
Washington, DC

INTRODUCTION:

The Office of Affordable Housing Preservation (OAHP) is located in the Office of Housing and is responsible for the preservation of affordable housing supported, insured or assisted by HUD and other Federal entities. Preservation efforts will include the development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages, supported by Section 8 assistance. It will also include the financial and physical restructuring of affordable housing and other like projects in which HUD has an interest, to improve their long term viability, and the recapitalization of other multifamily and single family housing including those in other Federal affordable housing programs as requested and required by Federal rules and legislation. Many of OAHP's efforts effect the preservation of housing through oversight, monitoring, and evaluation of processes and procedures carried out by third parties such as Participating Administrative Entities (PAEs) who are responsible for the initial evaluation, as assigned by OAHP, of affordable housing and like projects with the purpose of proposing plans to OAHP and other stakeholders for long term preservation. In conducting the business of preservation of affordable housing, OAHP is responsible for ensuring compliance with relevant laws and statutes.

The incumbent serves as the Administrative lead for OAHP and liaison on administrative matters with Housing under the supervision of the Director, Headquarters Preservation Office and is responsible for the full range of administrative and program management functions.

DUTIES AND RESPONSIBILITIES:

Utilizes managerial or administrative expertise to solve difficult or unusual problems that are not readily resolved by established processes.

Manages a variety of complex functions, processes, and procedures requiring intense effort, and involves numerous phases of operation that are pursued concurrently or sequentially with support from within and outside the organization. Decisions regarding assignments include undefined issues and elements that require extensive probing and analysis to problems.

Researchs human resources and administrative issues in order to provide advice and guidance to the OAHP staff and assists in solving operational problems through workload transfers, staffing shifts, partnerships between offices, etc.

Justifies, defends, negotiates, or settles matters involving significant or controversial issues. The work involves active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequences or importance. Contacts typically have diverse viewpoints and goals that are in conflict, requiring negotiation and mediation skills.

Directs staff working on the administrative/managerial efforts and other large scale projects and monitors the execution of those directions against the accomplishment of OAHP's goals.

Uses sound judgment and ingenuity in interpreting the intent of guidance and develops applications to specific work areas and problem situations.

Factor 1 – Knowledge Required by the Position

FL 1-8 – 1550 Points

Expert knowledge in the areas of administrative and management programs for the assessment and improvement of program effectiveness or the improvement of complex processes and systems.

Expert in developing and interpreting guidelines for colleagues and managerial staff.

Excellent communication skills necessary to summarize highly technical information, evaluate alternatives in terms that are meaningful to the audience, make recommendations for consideration, and successfully communicate orally and in writing.

Knowledge and understanding of management information systems, and experience in using systems for the benefit of the organization.

Ability to conduct analysis of administrative processes and programs designed to facilitate the effective implementation of OAHP programs.

Ability to work in an environment that requires consensus from multiple parties, sometimes with competing objectives.

Factor 2 – Supervisory Controls

FL 2-4 – 450 Points

The incumbent plans, designs and executes programs, projects studies, etc., under the supervision of the Director, Headquarters Preservation Office. The employee and supervisor develop a mutually acceptable project plan, which includes identification of the work to be done, the scope of the project, and deadlines for its completion. The employee is responsible for planning and organizing the project/study and coordinating with staff and line management personnel, and conducting all phases of the project. This often involves the definitive interpretation of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or

recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 – Guidelines

FL 3-4 – 450 Points

The incumbent has very limited instructions or guidelines in executing the day-to-day responsibilities of the position. In many cases, existing policies or procedures do not apply to current problem or issues, and the incumbent must make decisions or recommendations based on personal experience or expertise. The employee expert uses judgment and discretion in interpreting and adapting guidelines for use by other in OAHP. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

Factor 4 – Complexity

FL 4-5 – 325 Points

The incumbent is sometimes called upon to address or resolve the most complex problems that affect OAHP. In order to resolve such problems or issues, the incumbent must have expert knowledge and must interact with staff at all levels of OAHP, and with other HUD Housing administrative offices. Programs or processes resulting from the incumbent's efforts may be applied throughout OAHP. Issues addressed by the incumbent are often extremely difficult to define in terms of nature, scope and depth.

Factor 5 – Scope and Effect

FL 5-5 – 325 Points

The work of this position involves assessing and reviewing program effectiveness, analyzing a variety of unusual conditions, and ensuring that the OAHP Director, Headquarters Preservation Office, receives timely, accurate and complete information on administrative and programmatic matters. The assignments of the incumbent are broad and extensive and are of significant interest to those inside and outside of OAHP since the results of studies/analyses could impact on various public programs.

Factor 6 – Personal Contacts

FL 6-3 – 60 Points

The incumbent develops and maintains wide and continuing relationships with persons inside and outside OAHP including HUD program directors, administration staff, Congressional committees, regulatory agencies, etc.

Factor 7 – Purpose of Contacts

FL 7-b – 50 Points

Contacts are for the purpose of obtaining and clarifying data and information, representing the OAHP Director in discussions with program directors and other staff, and presenting information to persuade entities in and outside OAHP.

Factor 8 – Physical Demands

FL 8-1 – 5 Points

The work is primarily sedentary; although, some physical effort may be required.

Factor 9 – Work Environment

FL 9-1 – 5 Points

The work is performed in an adequately lighted and climate controlled office. Occasional travel may be required.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

POSITION: Management Analyst, GS-343-13
(Systems and Support Manager)

ORGANIZATIONAL LOCATION: Headquarters Preservation Office
Office of Affordable Housing Preservation (OAHP)
Office of Housing, Washington DC

INCUMBENT: Vacant

REFERENCE: OPM PCS for Management Analysis GS-343; and
the Administrative Analysis Grade-Evaluation
Guide TS-98, August 1990.

BACKGROUND: The Office of Affordable Housing Preservation (OAHP) is located in the Office of Housing and is responsible for the preservation of affordable housing supported, insured or assisted by HUD and other Federal entities. Preservation efforts will include the development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages, supported by Section 8 assistance.

TITLE/SERIES DETERMINATION: The primary purpose of this position is for the incumbent to serve as the Administrative lead for OAHP and liaison on administrative matters with Housing under the supervision of the Director, Headquarters Preservation Office and is responsible for the full range of administrative and program management functions. Utilizes managerial or administrative expertise to solve difficult or unusual problems that are not readily resolved by established processes. Manages a variety of complex functions, processes, and procedures requiring intense effort, and involves numerous phases of operation that are pursued concurrently or sequentially with support from within and outside the organization. Decisions regarding assignments include undefined issues and elements that require extensive probing and analysis to problems.

The above equates to the series definition of the GS-343 series which states, "This series includes positions involved in developing, analyzing, evaluating, advising on, or improving the effectiveness of work methods and procedures, organizations, manpower utilization, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions of management. The work required primarily a high order of analytical ability combined with a comprehensive knowledge of: (a) the functions, processes and principles of management; and (b) methods used to gather, analyze, and evaluate information concerning the management process.

Subject position is placed in the GS-343 series. Because the position is primarily concerned with analyzing, evaluating, and/or improving the efficiency of internal administrative operations, the

position is properly titled Management Analyst, with an organizational title of Systems and Support Manager.

Management Analyst, GS-343 (Systems and Support Manager)

GRADE LEVEL DETERMINATION: The grade level of this position is evaluated by application of the Administrative Analysis Grade – Evaluation Guide which is formatted in the Factor Evaluation System format.

Factor 1, Knowledge Required by the Position

Level 1-8 1550 Points

At level 1-8, incumbent is an expert analyst who has mastered the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.

Subject position requires the incumbent to serve and possess expert knowledge in the areas of administrative and management programs for the assessment and improvement of program effectiveness or the improvement of complex processes and systems. Expert in developing and interpreting guidelines for colleagues and managerial staff. Expert communication skills necessary to summarize highly technical information, evaluate alternatives in terms that are meaningful to the audience, make recommendations for consideration, and successfully communicate orally and in writing.

Level 1-8 is assigned.

Factor 2, Supervisory Controls

Level 2-4 450 Points

At level 2-4, the employee and supervisor develop a mutually acceptable project plan, which includes identification of the work to be done, the scope of the project, and deadlines for its completion. The employee is responsible for planning and organizing the project/study and coordinating with staff and line management personnel, and conducting all phases of the project. This often involves the definitive interpretation of new methods. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Level 2-4 is assigned.

Factor 3, Guidelines**Level 3-4 450 Points**

At level 3-5, the guidelines consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. At this level, administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization, such as agency controls on size of work force, productivity targets, and similar objectives. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

The incumbent has very limited instruction or guidelines in executing the day-to-day responsibilities of the position. In many cases, existing policies or procedures do not apply to current problem or issues, and the incumbent must make decisions or recommendations based on personal experience or expertise. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by other within OAHP.

Level 3-4 is assigned.**Factor 4, Complexity****Level 4-5 325 Points**

At level 4-5, the work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or developing criteria for evaluating the effectiveness of the program.

The incumbent of the subject position is called upon to address or resolve the most complex problems that affect OAHP. In order to resolve such problems or issues, the incumbent must have expert knowledge and must interact with staff at all levels of OAHP, and with other HUD Housing administrative offices. Programs or processes resulting from the incumbent's efforts may be applied throughout OAHP. Issues addressed by the incumbent are often extremely difficult to define in terms of nature, scope and depth. Incumbent develops detailed plans, goals, and objectives for long-range implementation of the program.

Level 4-5 is assigned.**Factor 5, Scope and Effect****Level 5-5 325 Points**

At level 5-5, the purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs. This may involve, for example, the development of long-range program plans, goals, objectives, and milestones, or to evaluating the effectiveness of

programs conducted throughout a bureau or service of an independent agency, a regional structure of equivalent scope, or a large complex multi-mission field activity.

The work of the subject position involves assessing and reviewing program effectiveness, analyzing a variety of unusual conditions, and ensuring that the OAHP Director, Headquarters Preservation Office, received timely, accurate and complete information on administrative and programmatic matters. The assignments of the incumbent are broad and extensive and are of significant interest to those inside and outside of OAHP since the results of studies/analyses could impact on various public programs. Incumbent develops long-range programs, goals, objectives, and milestones. The scope is large and complex which effects complex multi-mission filled activities.

Level 5-5 is assigned.

**Factor 6, Personal Contacts
and
Factor 7, Purpose of Contacts**

Persons Contacted

Persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Purpose of Contacts

To provide advice to managers on noncontroversial organization or program related issues and concerns. Contacts typically involve such matters as: identification of decision-making alternatives; appraisals of success in meeting goals; or recommendations for resolving administrative problems.

Subject Position

The incumbent of the subject position develops and maintains wide and continuing relationships with persons inside and outside OAHP including HUD program directors, administration staff, Congressional committees, regulatory agencies, etc.

Contacts are for the purpose of obtaining and clarifying data and information, representing the OAHP Director in discussions with program directors and other staff, and presenting information to persuade entities in and outside OAHP.

The combination of personal contacts and purpose of contacts based upon the conversion chart equates to 110 points for Level 3 for Personal Contacts and Level B for Purpose of Contacts.

Factor 8, Physical Demand

Level 8-1 5 Points

The work is sedentary.

Factor 9, Work Environment

Level 9-1 5 Points

The work is performed primarily in a office setting.

Total

3420 Points

Final Determination: A total of 3420 points falls in the range 3155-3600 points for conversion to GS-13. This position is correctly classified as Systems and Support Manager, GS-343-13. The full performance level is GS-14.