

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**

PD# W04728

RECOMMENDED

4. TITLE Management Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 343	7. GRADE (2) 14
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) 14	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 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 (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	2-5	650	7. Purpose of Contacts	7-b	50	
3. Guidelines	3-5	650	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		3620	
					GRADE	14

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 Wm Scott Fox	30. DATE (mm/dd/yyyy) 06/21/04
31. NAME 1. 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

A. KEY DATA

1. ICTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No: (6) W04728	5. GRADE (2) 14	6. IP NUMBER (8) 00094089
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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	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	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		3 = Foreign Svc. Blank = NA	12. INACT/ACT (1) A A = Inactive A = Active	13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	15. AGCY. USE (10)
16. INTERDIS. SER. (40)						
(4)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)						
(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt E	2. FIN. DIS. REQ. (2) ON 0 = None 1 = CD219 2 = CD220	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							
8. 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					
.st 83	2nd 11	3rd 13	4th 2500	5th 01	6th	7th	8th	B = Lower Grade C = Higher Grade	D = Different title and/or Series E = New Position/New FTE
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 = RGEG 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.			3 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
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32. REMARKS

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Management Analyst, GS-343-14
(Systems and Support Manager)

LOCATION: Headquarters Preservation Office, Office of Affordable Housing
Preservation, Assistant Secretary for 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 is located in the Headquarters Preservation Office, Office of Affordable Housing Preservation. Under the supervision of the Director, Preservation Office, Under the supervision of the Deputy Director for Operations, the incumbent is responsible for the full range of administrative and program management functions as well as overseeing the administration, analysis, development, maintenance, and implementation of OAHP's data systems and computer project management program at headquarters and in the field offices. The incumbent's responsibilities include information technology (IT) initiatives, management information support (MIS), covering hardware, software and communications networks; interface with HUD's data systems; and developing, testing and modifying OAHP's internal data systems. Principal program components in this group include managing personnel and project information systems.

DUTIES AND RESPONSIBILITIES:

- Analyzes, develops and implements the policies and procedures for systematically reviewing and updating OAHP's data systems to reflect changes in OAHP's operations, management or organization.
- Utilizes managerial or administrative expertise to solve difficult or unusual problems that are not readily resolved by normal methods and procedures.

- 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 without the organization. Decisions regarding assignments include undefined issues and elements that require extensive probing and analysis to problems. Resolution of problems and status is communicated to the Deputy Director and coordinated with appropriate staff.
- Develops and coordinates vital managerial and administrative activities in coordination with Directors. These activities are essential to the organization's mission and function(s) and often may significantly affect large numbers of people on a long term or continuing basis.
- Provides expert advice and guidance to the OAHP staff on administrative and managerial issues, while assisting in solving operational problems through workload transfers, staffing shifts, partnerships between offices, etc.
- Represents the Deputy Director and staff in meetings with persons and groups outside the Department. Interacts with high ranking officials from within and without the agency in highly unstructured settings.
- Justifies, defends, negotiates, or settles matters involving significant or controversial issues. Incumbent must exhibit flexibility and innovations when alternative solutions are needed. 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, goals or objectives that cause problems requiring negotiation skills including concessions and tactics for eventual resolution and deals.
- Give direction to 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.
- Provides broad and general managerial and administrative director. The incumbent utilizes judgment and ingenuity in interpreting the intent of this guidance and develops applications to specific work areas and problem situations. The incumbent is considered an expert in developing and interpreting guidelines for colleagues and managerial staff.
- Provides analytical guidance and technical assistance for all aspects of OAHP's management information systems, including the selection, installation, maintenance, and upgrading of hardware and software, the operation of networking systems, and the enforcement of data security measures.
- Reviews computer project management information systems throughout OAHP. Makes recommendations to senior management for enhancing operational efficiency and performance of systems.

- Coordinates on the development of budget estimates for the acquisition, development and maintenance of data systems for computer project management.
- Develops a curriculum and provides training to OAHP staff regarding the use and operation of OAHP's computers, data systems and networks, and requirements for computer project management.
- Initiates projects to provide for OAHP implementation and compliance with Government laws, regulations and standards related to computer system acquisitions, data security and computer project management.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

- Ability to manage multiple projects to ensure OAHP's MIS priorities are met.
- 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.
- Communication skills necessary to summarize highly technical information, make recommendations for consideration, and successfully communicate orally and in writing.
- Ability to conduct in-depth analysis of administrative processes and programs designed to facilitate the effective implementation of OAHP programs.
- Expert knowledge of the management of computer systems, including hardware, software, data systems, databases, and communication networks.
- Knowledge of administrative operation of computer project management principles and their applications.
- Knowledge of a combination of the following applications: MS Office; Novell LAN Network operating system and/or Windows NT operating system; MS Exchange and/or Lotus Notes e-mail; and Rational Database Management Systems (RDBMS).
- Ability to meet and deal effectively with senior OAHP level management, other managers and program personnel, as well as interact well with the users of IT.
- Ability to manage, direct, and coordinate the efforts of individuals and project teams engaged in a variety of information technology activities.
- Knowledge of the use of diverse analytical techniques.
- Knowledge of Information Technologies projects that require a wide range of knowledge of computer and networking requirements.

- Knowledge of the supervision of services for analysis, programming, and technical support relating to office automation, WANs, LANs, PBXs, and PCs.
- Comprehensive knowledge of OAHP operations and infrastructure.
- Ability to effectively communicate in writing and verbally with managerial, program and technical personnel.

FACTOR 2: SUPERVISORY CONTROLS

On a day-to-day basis and insofar as individual program administration and operations are concerned, the incumbent works under the general direction of the Director, Headquarters Preservation Office, with wide latitude in exercising independent judgment within the framework of established policies and practices. Work is reviewed primarily in terms of results achieved. While general assistance and guidance is available from management, the incumbent functions independently.

FACTOR 3: GUIDELINES

In administrative support matters, the incumbent has very limited instructions or guidelines in executing the day-to-day responsibilities of the position. Guideline consists of GSA and NBS regulations and standards, OAHP ADP policies, and broadly stated technical objectives regarding data base systems. The incumbent interprets guidance in relation to OAHP's needs, isolates areas appropriate to further study, and devises ad plans projects to define specific objectives. The incumbent develops OAHP guidelines for programs for use on DataBase Management Systems (DBMS) portions of overall systems software.

FACTOR 4: COMPLEXITY

The work involves an in-depth analysis of OAHP administrative problems and database systems and entails the departure from established practices. The work requires integrity systems and project requirements which creates difficulties due to the fast pace of changing technology in ADP systems and software.

FACTOR 5: SCOPE AND EFFECT

The incumbent is involved in the isolation and definition of complex problems and conditions, formulation of projects and the establishment of specifications and guidelines of OAHP's DBMS. The results of the incumbent's efforts have profound effects on the financial well being of HUD, private industry ad the success of OAHP nationwide.

FACTOR 6: PERSONAL CONTACTS

Personal contacts are with managers and staff in OAHP, Administrative support personnel in HUD, ADP experts, top-level management of OAHP, HUD, contractors and financial/personnel management experts.

FACTOR 7: PURPOSE OF CONTACTS

Contacts are for the purpose of directing or persuading management and/or contractors to follow recommended courses of action; to obtain needed information regarding changes in procedures or requirements to DBMS plans and policies.

FACTOR 8: PHYSICAL REQUIREMENTS

No unusual physical demands are required.

FACTOR 9: WORK ENVIRONMENT

The work is performed in a typical office setting.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

POSITION: Management Analyst, GS-343-14
(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

Factor 3, Guidelines**Level 3-5****650 Points**

At level 3-5, the guidelines consist of basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by other within or outside the employment organization.

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 expert uses judgment and discretion in interpreting guidelines for use by other in OAHP, and interprets and reviews existing policy and regulatory guidance for use by others within and outside the employing organization.

Level 3-5 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 an office setting.

Total

3620 Points

Final Determination: A total of 3620 points falls in the range 3605-4050 points for conversion to GS-14. This position is correctly classified as Management Analyst Systems, GS-343-14.