

REASON FOR THIS POSITION

1. NEW <input checked="" 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

AS 2710

RECOMMENDED

4. TITLE Director, Budget Division	5. PAY PLAN (2) GS	6. SERIES (4) 0560	7. GRADE (2) 15
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)		

OFFICIAL

10. TITLE
Supervisory Budget Analyst

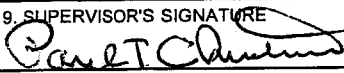
11. PP (2)	12. SERIES (4)	13. FUNC.(2)	14. GRADE(2)	15. DATE (mm/dd/yyyy)	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) Lewis C. Anderson
------------	----------------	--------------	--------------	-----------------------	---	--

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Housing and Urban Development	5th Office of Management, Planning and Budget
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Budget Division
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary for Operations and Management	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 (mm/dd/yyyy) 12/15/03	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Paul A. Christian	24. SECOND LEVEL SUPERVISOR'S NAME Karen A. Newton		
21a. SUPERVISOR'S TITLE Director, Office of Management, Planning and Budget	24a. SECOND LEVEL SUPERVISOR'S TITLE Deputy Assistant Secretary for Operations and Management		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. 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		
See attached evaluation statement					GRADE

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 	30. DATE (mm/dd/yyyy) 07/13/04
31. NAME Lewis C. Anderson	31a. TITLE Chief, Grants Management Branch
32. REMARKS	33. OPM CERTIFICATION NUMBER

MASTER RECORD/ INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. NO. (6)	5. GRADE (2) 15	6. IP NO. (8) AS2710

B. MASTER RECORD									
1. PAY PLAN (2) GS		2. OCC. SER. (4) 0560		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (2)		5. OFF. TITLE (38) Supervisory Budget Analyst	
6. HQ. FLD. CD. (1) 1		7. SUP. CD. (1) 1		8. CLASS. STD. CD. (1) X		9. INTERDIS. CD. (1) N		10. DT. CLASS (8) 01/16/04	
11. EARLY RET. CD. (1) 1		12. INACT/ACT (1) I		13. DT. ABOL (8)		14. DT. INACT/REACT (8)		15. AGCY. USE (10)	
16. INTERDIS. SER. (40)									
17. INTERDIS. SER. (40)									

C. INDIVIDUAL POSITION									
1. FLSA CD. (1) E		2. FIN. DIS. REQ. (1) 3		3. POS. SCHED.(1) A		4. POS. SENS. (1) IN		5. COMP. LEV. (4) 5571	
6. WK. TITLE CD. (4)									
7. WK. TITLE (38) Director, Budget Division									
8. ORG. STR. CD. (18)									
9. VAC. REV. CD. (1) A									
10. TARGET GC. (2) 15		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank = NA		13. DUTY STATION (9) State (2) City (4) County (3) 11 0010 001		14. BUS. CD. (4) 8888	
15. DT. LST. AUDIT. (8)		16. PAS. IND. (1) Blank = NA		17. DATE EST. (8)		18. GD. BASIS. IND. (1) 1		19. DT. REQ. REC. (8)	
20. NTE. DT. (8)		21. POS. ST. BUD (1) Y		22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) 3		23. DT. EMP. ASGN. (8)		24. DT. ABOL (8)	
25. INACT/ACT (1) 2		26. INACT/ACT (8) 0001		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE <i>[Signature]</i>					31. DATE				

32. REMARKS
 FPL = GS-15, FLSA: EXEMPT, BUS Code: 8888
 Ref: JFPC Standard for Professional and Admin Work in the Accounting & Budget Group, GS-0500

**DIRECTOR, BUDGET DIVISION
GS-501-15**

INTRODUCTION:

The incumbent serves as Director of the Budget Division, Office of Management, Planning and Budget, Deputy Assistant Secretary for Operations and Management. The Division is responsible for formulating, reviewing and evaluating plans, standards and basic procedures on budget formulation, presentation and execution, including the administrative control of funds, procurement, and contracts. Coordinates the submission of budget estimates to the Office of Management and Budget and Congress. Prepares operating plans and cost statements. Conducts mid-year reviews to monitor and reconcile the assignment of program commitments, obligations and the expenditure of funds.

DUTIES AND RESPONSIBILITIES:

Manages and supervises the activities of the Budget Division. The staff includes four professionals, (2) Budget Analyst, GS-560-14 and (2) Budget Analyst, GS-560-13.

Supervises a staff and manages other resources to achieve maximum efficiency and balance in utilizing the resources assigned. Plan work to be accomplished by subordinates, set and adjust short-term priorities and prepare schedules for completion of work. Assigns work to subordinates based on priorities of the office and ensures work is efficiently and effectively carried out. Evaluates work performance of subordinates, developing budget and administering and managing funds. Establishes goals, objectives and activities for the division. Responsible for identifying training needs and ensures the staff receive proper training. Also responsible for counseling, disciplinary actions, awards, merit staffing, reassignments, rotations, promotions, delegating responsibilities, and other actions.

Oversees the formulation and execution of budget activities; accounts for FHEO Programs and Salaries and Expenses for both Headquarters and the Field; reviews and analyzes budget request; coordinates the submission of budget estimates to the Office of Management and Budget and to Congress.

Reviews, analyzes and interprets legislation, appropriation language, OMB Budget directives and Congressional guidelines to be utilized by FHEO in Headquarters and the Field for the formulation and execution of the budgets related to the work of FHEO.

Executes the program budgets; approves fund expenditures; prepares operating plans and cost statements; conducts mid-year reviews to monitor and reconcile the assignment of program commitments, obligations and the expenditure of funds in Headquarters and the Field; and assures that accounts are in compliance with agency reporting requirements; negotiates the resolution of budget and financial issues.

Operates concurrently internal and external agency financial reporting systems; develops detailed initial budget projections and periodic updates and reconciling expenditure plans; prepares apportionment and reapportionment documents; analyzes, develops and issues allotments and operating budgets based upon requests from operating organizations in Headquarters and the Field; conducts periodic analyses of the status of administrative funds to determine whether budget resources are being used in the most effective way and to identify any potential trends which differ from previous projections.

Conducts program performance evaluations with respect to administrative support and financial management applications as well as maintaining quality controls to assure continued fiscal responsibility and programmatic consistency.

Develops and reviews Headquarters and the Field administrative support goals and objectives to ensure consistency with Departmental goals, and serves as the expert with respect to FHEO functions.

Develops, establishes and implements an administrative operating mechanism for the full delivery of services, financial management, budgets, travel, program accountability, and related matters under the jurisdiction of FHEO.

Reviews contracts in Headquarters and the Field to assure inclusion of equal opportunity related contract language required in every contract entered into by the Department.

Works with the Director, Management and Planning Division on the development and review of performance measurement budget submissions for OMB and Congress.

Factor I - Knowledge Required by the Position

Expert knowledge of the programs, work processes, and mission of FHEO and Federal budget process, including knowledge of the Congressional budget process; and thorough and detailed understanding of OMB policies, directives, and regulations.

Skill in developing and presenting briefings on budgetary matters to top management officials.

Ability to communicate effectively orally and in writing.

Knowledge of FHEO laws, rules, and regulations.

Highly developed skill in fact-finding, analysis, formulating and presenting recommendations, and negotiating resolutions of complex issues.

Skill in managing and supervising a diverse staff.

Knowledge of Federal personal property regulations and common inventory management policies and practices.

Expert knowledge of procurement regulations, guidelines, and policies.

Knowledge of the Departmental accounting system policies and procedures.

Factor 2 - Supervisory Controls

The employee is recognized as an expert in the formulation, presentation and execution of the budget for FHEO as well as the administrative components of the Office, such as identifying financial, personnel, counseling management in developing and maintaining sound organization structures, and making sure that funds are used in accordance with the operating budget, both in Headquarters and the Field. The employee is subject only to administrative policy direction concerning the overall priorities and objectives. The employee is responsible and has the authority to plan, schedule, and carry out all financial management applications as well as FHEO administrative support functions.

Factor 3. Guidelines

Guidelines include departmental and OMB directives concerning preparation, formulation, justification, presentation, and execution of funds. Other guidelines include general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation. The employee exercises a high degree of initiative, judgment, and discretion in interpreting and applying broad guidelines and principles for administrative support functions, as well as interpreting broad legislative, regulatory, and policy guidance.

Factor 4. Complexity

The incumbent provides advice, guidance, and assistance to top level management on budgetary matters and general administrative matters which affect the conduct of assigned fair housing programs for Headquarters and the Field. The incumbent prepares budget documents for submission to OMB; approves all physical moves within Headquarters as well as in the Field; approves travel authorization. Analyzes the management and control of resources or funds and progress toward meeting program objectives to assure that funds are used for the purposes for which they were appropriated.

Factor 5. Scope and Effect

The purpose of the work is to facilitate the acquisition and use of funding to support FHEO programs, goals, objectives, and operations on a long term basis both in Headquarters and the field; review current and future staffing requirements based on present and projected plans; and prepares operating plans and cost estimates. Ensure that funds are available to carry out FHEO programs in Headquarters and the field and manage complex budget systems. Conducts mid-year reviews to monitor and reconcile the assignment of program commitments, obligations and the expenditure of FHEO funds in Headquarters and the Field based on established budgetary goals and timetables. Advises and recommends solutions to budgetary problems both in Headquarters and the field.

Factor 6. Personal Contacts

Contacts are with high level managers within the department (e.g., Assistant Secretaries), other program officials of the same and subordinate echelons, field offices, OMB officials, and members of Congressional appropriation committees. Officials of other agencies and private businesses who conduct activities related to FHEO.

Factor 7. Purpose of Contacts

Contacts with top agency officials, representatives of OMB, and Congressional staff members are for the purpose of advising current status of FHEO funding and persuading them to approve recommended funding requests. Represents FHEO in formal conferences and briefings with representatives of OMB for the purpose of justifying and defending FHEO budget estimates and appropriations request. Contacts with other agencies and private businesses are to discuss funding transactions of mutual interest.

Factor 8. Physical Demands

Work is performed seated, however, the incumbent lifts and carries working papers or other items to and from conferences/meetings.

Factor 9. Work Environment

Work is performed in a typical office setting. The work area is adequately lighted, heated, and ventilated.