

261

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"/>
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POSITION DESCRIPTION COVER SHEET

AS2812

RECOMMENDED

4. TITLE Management Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 0343	7. GRADE (2) 12
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE Management 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)

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
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 <i>Paul T. Christian</i>	20. DATE (mm/dd/yyyy) 1/22/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Paul T. Christian	24. SECOND LEVEL SUPERVISOR'S NAME		
21a. SUPERVISOR'S TITLE Director, Office of Management, Planning and Budget	24a. SECOND LEVEL SUPERVISOR'S TITLE		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-7	1250	6. Personal Contacts	Level 6-3	---
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts	Level 7-c	180
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-4	225	TOTAL POINTS		2890
GS-12 point-to-grade conversion range is 2755-3150			FPL=GS-12		GRADE GS-12

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>Lewis C. Anderson</i>	30. DATE (mm/dd/yyyy) 07/13/04
31. NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist
32. REMARKS Ref Used: Mgmt and Prog Analysis Series, GS-343; and Admin Analysis Grade Evaluation Guide	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) <small>A/C/D/R</small>	2. DEPT. CD/JAGCY-BUR-CD. (4)	3. SON (4)	4. MR. No. (6)	5. GRADE (2)	6. IP NUMBER (8)
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B. MASTER RECORD

6. HQ. FLD. CD (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD (1) N = No Y = Interdis.	10. DATE CLASS (mm/dd/yyyy)				
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA		12. INACT/ACT (1) 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)									
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)									
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) 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 O = Excepted but not A, B, C		4. POS. SENS (3) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4)					
6. WK. TITLE CD. (4)		7. WK. TITLE (38)											
8. ORG.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	2nd	3rd	4th	5th	6th	7th	8th						
10. TARGET GC. (2)	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) Blank = NA Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)			14. BUS. CD. (4)	15. DATE LAST AUDIT. (mm/dd/yyyy)	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (mm/dd/yyyy)				
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 = Perm N = Other					
22. MAINT.REV./CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results)													
Normal Act		Maintenance Review Act			Results		5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other						
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.	1 = No Action Req.	2 = Minor PD Change	3 = New PD Req.	4 = Title Change		
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) 1 = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4)		28. INT. ASGN.SER. (4)		29. AGCY USE (8)	
30. CLASSIFIER'S SIGNATURE										31. DATE (mm/dd/yyyy)			

32. REMARKS

Management Analyst
GS-343-12

INTRODUCTION

This position is located in the Office of Management, Planning and Budget, Deputy Assistant Secretary for Operations and Management, Office of Fair Housing and Equal Opportunity (FHEO). The Office of Management, Planning, and Budget is responsible for providing and coordinating the management planning and budgeting functions. The Office services the program component of FHEO both in Headquarters and the Field through development and implementation of program management systems and FHEO Management Plan; budget preparation and execution; and coordination and implementation of the Government Performance Results Act (GPRA), which includes Strategic Plan, Annual Performance Plan and Performance and Accountability Report. Serves as liaison to the General Accounting Office (GAO) and the Office of Inspector General (OIG) to coordinate actions related to internal program audits and investigations and material weaknesses.

The incumbent of this position is a Management Analyst and is under the general supervision of the Director of this division.

DUTIES AND RESPONSIBILITIES

Plans, schedules and conduct analytical studies to evaluate the effectiveness and efficiency in the development of Headquarters and Field Management plans, management controls, vulnerability and front-end risk assessments, impact analyses and budget reports and projections to the Director upon request.

Compiles data, statistics, and other information for the office in responding to inquiries from Program offices, Congressional committees, and other Agencies or Government organizations on administrative support services.

Develops, implements and analyzes program performance indicators for monitoring the effectiveness of resource utilization.

Plans, develops and coordinates FHEO Strategic Plans, Annual Performance Plans (APP), Performance and Accountability Report (PAR) and the Management Plan for Headquarters and Field Offices to meet the Government Performance Results Act (GPRA) requirements.

Conducts evaluations of field and headquarters performance in order to determine their level of achievement of stated APP and Management Plan goals. Prepare reports and make recommendations to remedy identified deficiencies and provide technical assistance to improve performance.

Coordinates with other program areas to develop and present cross cutting performance measures as presented in FHEO budget submission. Develops FHEO's Management Plan to ensure inclusion of overall priorities, goals and objectives as well as conducts performance reviews and adjustments of national performance goals.

Coordinates with senior staff specialist on all internal and external GAO and OIG audits and investigates and tracks the progress of OIG hotline complaints.

Develops and provides guidance materials for Field Office staff on developing Management Plan goals and reporting performance measures to Headquarters for review. Work with senior level officials to ensure that the performance plan planning process is effectively carried out prior to implementation of the Departmental Performance Plans.

Update performance indicator data on a quarterly basis in HIPRS for the FHEO performance goals and objectives.

Participates on task groups, committees and working groups dealing with Departmental performance plans.

Track, coordinate and report on audit findings resulting from OIG and GAO audits as well as coordinating all activity associated with resolving material weaknesses and other management deficiencies.

Conduct special cost benefits analysis, studies, reports surveys, inquiries and evaluations of FHEO internal control activities identifying deficiencies and recommending corrective actions.

Coordinates and participates in a wide spectrum of projects within the Office of Management, Planning and Budget.

Knowledge Required

Thorough knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness and efficiency of office goals and objectives.

Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the office.

Skill in organizing, preparing, and delivering project papers, reports, and briefings to managers regarding findings and recommendations from studies performed and/or investigations.

Knowledge of established management principles, pertinent to administrative regulations in applying fact finding and work measurement techniques to conduct studies and evaluations.

Knowledge of FHEO policies, rules, regulations, activities and functions in order to conduct analyses of management operations, processes or systems.

Ability to analyze and evaluate findings from studies pertaining to the utilization of budget and resource staff and recommend alternative methods of accomplishing the goals and objectives in headquarters and the field.

Highly developed skill in fact-finding; identifying, defining and analyzing facts; and drawing sound conclusions based on the facts.

Supervisory Controls

The employee works under the supervision of the Division Director. The supervisor and the employee identify the work to be done, the scope of the work, and the completion date. The employee is responsible for planning and organizing the study, coordinating with management and conducting all phases of the project. Incumbent is given full latitude to utilize own initiative and judgment in organizing, selecting and carrying out day-to-day assignment. On new assignments, receives instructions as to policy, objective and required procedures, has full latitude to develop own methods.

Completed evaluations, reports, and recommendations are reviewed by the supervisor and other staff members to ensure compatibility with office goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines

Guidelines consist of general administrative policies and management and organizational theories such as rules, regulations, and procedures governing performance management and management plan goals. These guidelines only provide a general outline therefore the incumbent must use judgment in interpreting the guidelines and applying to applicable situation. This may involve redefining or developing more specific guidelines or instructions to meet the needs of FHEO management. In some instances the employee must use established precedent studies for comparison to accomplish the assigned project.

Complexity

The work requires planning, organizing, and conducting studies which could be complicated by conflicting goals and objectives as a result of changes in policy or procedures. In some instances, work could be complicated by the need to develop data about workload and program accomplishments, which is currently unavailable. The employee must develop criteria to identify and measure program accomplishments and methods to improve the effectiveness of management or operational deficiencies and develop recommendations to alleviate such deficiencies. This involves conducting studies in headquarters and the field of current operational procedures. The incumbent is

required to make decisions concerning the applicability of data and apply a variety of fact finding techniques and analytical methods to recommend decisions on administrative analyses.

Scope and Effect

The work involves establishing criteria to measure and/or predict the attainment of program or organizational goals and objectives, which include developing administrative procedures such as those governing the performance and management plan. Conduct evaluations of headquarters and field performances to determine the level of achievement of annual performance plans and management plan goals. The work performed contributes to the improvement of effectiveness and efficiency in program operations within the organization.

Personal Contacts

Contacts are with persons outside the Department, which may include contractors, state and local employees, and managers from other agencies as well as with high level personnel and managers from offices throughout Headquarters, and the Field. .

Purpose of Contacts

The purpose of the contacts is to persuade agency heads, managers, or other officials to accept and implement findings and recommendations as a result of the studies/investigations performed regarding performance management and resolve controversial issues.

Physical Demands

The work is sedentary in nature but does require walking, bending, stooping and lifting light objects.

Work Environment

The work is performed in an office setting.