

REASON FOR THIS POSITION

1. NEW 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) 3. REPLACES PD NUMBER (8)

POSITION DESCRIPTION COVER SHEET

AS2859

RECOMMENDED

4. TITLE: Management Analyst

5. PAY PLAN (2): GS

6. SERIES (4): 0343

7. GRADE (2): 13

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: yes No

17. CLASSIFIER (Name): Lewis C. Anderson

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	Housing and Urban Development	5th	Office of Management and Planning <i>AND Budget</i>
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: *Paul T. Christian*

20. DATE (mm/dd/yyyy): 3/4/04

21. SUPERVISOR'S NAME: Paul T. Christian

22. SECOND LEVEL SUPERVISOR'S SIGNATURE:

23. DATE (mm/dd/yyyy):

24. SECOND LEVEL SUPERVISOR'S NAME: Karen A. Newton

21a. SUPERVISOR'S TITLE: Director, Office of Management and Planning

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	Level 1-8	1550	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		3190
GS-13 point-to-grade conversion range is 3155-3600			FPL=GS-13	GRADE	GS-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: *Lewis C. Anderson*

30. DATE (mm/dd/yyyy): 03/11/04

31. NAME: Lewis C. Anderson

31a. TITLE: Supervisory Human Resources Specialist

32. REMARKS: Ref Used: Mgmt and Program Analysis Series, GS-343; and Admin Analysis Grade Eval Guide

33. OPM CERTIFICATION NUMBER:

Management Analyst
GS-343-13

INTRODUCTION

This position is located in the Office of the Assistant Secretary for Fair Housing and Equal Opportunity, General Deputy Assistant Secretary, Deputy Assistant Secretary for Operations and Management, Office of Management and. The office is responsible for providing and coordinating the management planning and budget functions. The office services the program component of FHEO 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 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 office.

DUTIES AND RESPONSIBILITIES

Provides analytical studies, 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.

Analyzes and implements established procedures in program performance indicators for monitoring the effectiveness of resource utilization.

Gathers and consolidates data for the development of FHEO Strategic Plans, Annual Performance Plans (APP), Performance and Accountability Report (PAR) and the Management Plan for Headquarters and Field Offices to meet 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.

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.

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

Participates on task groups dealing with Departmental performance plans.

Researches, develops and prepares FHEO's Inventory of Commercial Activities report that is part of the Department's risk management assessment. This reports reflects the type of functions performed by HUD and describes whether services performed are inherently governmental or are activities that could be contracted out.

Coordinates the preparation and submission of the Catalog of Federal Domestic Assistance for the programs within FHEO. This document provides accurate descriptions of programs, eligibility requirements and guidance on how to apply for assistance.

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

Knowledge Required by the Position

Expert knowledge of qualitative and quantitative methods for assessing the improvement of program effectiveness or the improvement of complex management processes.

Ability to analyze complex operational issues including analyzing policies, management operations, communicating the findings and making recommendations for resolution.

Knowledge of the organizational structure, functions and procedures of FHEO and their relationship with other program areas of the Department.

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

Expert knowledge of analytical and evaluative methods to select and apply appropriate program evaluation and measurement techniques in determining program accomplishments.

Ability to participate in a wide spectrum of projects within the Management and Planning Division.

Supervisory Controls

The employee works under the supervision of the Office Director. The employee develops the project and/or study to be performed and establish the deadlines for its completion. The employee is responsible for planning and organizing the study,

determining cost, and working with other staff members to complete the project/study. This involves interpretation of rules and regulations and study procedures.

Completed projects, studies, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Projects/studies may be reviewed by staff members of other organizational components who may be affected by implementation of the recommendations.

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.

Complexity

The work requires developing plans, goals, and objectives for the study to be performed, 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 effectiveness. 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 requires conducting region-wide studies and evaluations of performance management and management plan, which requires identifying and recommending solutions to critical problems affecting the program deficiencies and the attainment of the organization goals and objectives. Recommendations made usually result in changes in the way performance are conducted.

Personal Contacts

Contacts are made face-to-face and telephone with persons within and 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, provide assistance, advice and guidance to other officials to accept and implement findings and recommendations as a result of management studies/investigations performed.

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.