

**REASON FOR THIS POSITION**

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

**POSITION DESCRIPTION COVER SHEET**

AS 2810

**RECOMMENDED**

4. TITLE: Management Analyst

5. PAY PLAN (2): GS

6. SERIES (4): 0343

7. GRADE (2): 09

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)
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**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: *Paul T. Christian*

20. DATE (mm/dd/yyyy): 12/30/03

21. SUPERVISOR'S NAME: Paul T. Christian

22. SECOND LEVEL SUPERVISOR'S SIGNATURE:

23. DATE (mm/dd/yyyy):

24. SECOND LEVEL SUPERVISOR'S NAME:

25. SUPERVISOR'S TITLE: Director, Office of Management, Planning and Budget

26. SECOND LEVEL SUPERVISOR'S TITLE:

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-6	950	6. Personal Contacts	Level 6-2	----
2. Supervisory Controls	Level 2-3	275	7. Purpose of Contacts	Level 7-b	75
3. Guidelines	Level 3-3	275	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-3	150	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-3	150	TOTAL POINTS		1885

GS-09 point-to-grade conversion range is 1855-2100

FPL=GS-12

GRADE

GS-09

**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): 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) A/C/D//R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. No. (6)	5. GRADE (2)	6. IP NUMBER (8)
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## B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38)					
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						
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	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) 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-343-9

## 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 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 Office Director.

## DUTIES AND RESPONSIBILITIES

Perform a variety of program administrative matters such as reviewing and evaluating program activities, compiling budget information and other financial activities.

Assists in the interpretation and dissemination of information concerning policies, regulations, and procedures governing administrative and management matters.

Provides assistance on analytical studies, reporting the impact of analyses and submitting budget projections to the Director upon request.

Researches, gathers and compiles data, statistics, and other information for the office in responding to inquiries from Program offices, Congressional committees, and other Agencies or Government organizations.

Performs tasks related to word processing, including preparing, assembling, and proofreading correspondence, reports, directives and manuscripts consistent with established formats and guidelines.

Prepares graphs and charts that present clear, concise, and effective analytical results of, evaluations and studies performed.

Provides information needed in the review of operations including maintaining records, assembling data and providing background information on financial activities.

Participates in a wide spectrum of projects within the division.

### **Knowledge Required**

Ability to apply analytical principals and techniques to assignments received.

Ability to gather, assemble and analyze facts and draw conclusions.

Skill in presenting oral findings and recommendations in order to resolve issues both internally and externally.

Skill in preparing written communications.

Basic knowledge of the laws, regulations, procedures, and policies governing fair housing programs and an operational knowledge of HUD programs and their relationship to FHEO.

Knowledge of management principles, analysis, evaluation, and administrative practices and procedures to conduct studies.

### **Supervisory Controls**

The incumbent works under the supervision of the Division Director. The supervisor assigns specific projects in terms of issues and sets deadlines for completing the work. Incumbent is expected to plan and carry out assignments independently, determining the methods and techniques to use. A review of the results obtained and conformance to policies and instructions is performed by the supervisor. Work is reviewed in progress and upon completion for technical adequacy and completeness, conformity to policy and feasibility of recommendations.

### **Guidelines**

Guidelines include oral instructions, laws, decisions, rules and regulations governing the operations of the work unit; overall HUD management policies; recognized techniques or procedures and methods of analysis; standard administrative and program management principles and practices. Guidelines are not always applicable to the work assignments therefore the incumbent must use some judgment in interpreting guidelines and applying to the situation.

### **Complexity**

Assignments involve the analysis and evaluation of a variety of functions as well as gathering statistical information. Assignments are complicated by different and unrelated subject matter data, methods and techniques. 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 individual issues.

### **Scope and Effect**

The work involves conducting studies, projects, analyzing, reviewing and evaluating a variety of data, and participating in the establishment and implementation of policies guidelines and procedures. Work may also involve identify problems, analyzing, and making recommendation for resolution.

### **Personal Contacts**

Contacts are with persons within Headquarters and Field Offices, other Federal agencies, organizations representing State and local governments, and members of the general public.

### **Purpose of Contacts**

Contacts are for the purpose of coordinating work plans, obtaining, providing or clarifying information, and explaining regulations, procedures and requirements and program implementation to assure a coordinated approach.

### **Physical Demands**

The work is sedentary, however, some walking and standing, bending and carrying of light materials is occasionally required.

### **Work Environment**

The work is performed in an office setting.