

REASON FOR THIS POSITION

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

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED

4. TITLE: Program Analyst

5. PAY PLAN (2): GS

6. SERIES (4): 343

7. GRADE (2): 13

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional): Wells

OFFICIAL

10. TITLE: Program Analyst

11. PP (2) GS	12. SERIES (4) 343	13. FUNC.(2)	14. GRADE(2) 13	15. DATE (mm/dd/yyyy) 06/16/2004	16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	U.S. Department of Housing & Urban Development	5th
2nd	Office of the AS for Fair Housing and Equal Opportunity	6th
3rd	General Deputy Assistant Secretary	7th
4th	Office of Field Oversight	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>Waite H. Madison</i>	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Waite H. Madison		24. SECOND LEVEL SUPERVISOR'S NAME Floyd O. May	
21a. SUPERVISOR'S TITLE Director, Office of Field Oversight		24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary for FHEO	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-8	1550	6. Personal Contacts			
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	3C	180	
3. Guidelines	3-4	450	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		3290	
					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 <i>Marlene Thrash</i>	30. DATE (mm/dd/yyyy) 8/20/2009
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) FPL (GS-13) Ref: OPM PCS for 343 dtd 8/90; Admin. Anal. Grade Eval 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	2. DEPT. CD/JAGCY-BUR-CD. (4) HUB3	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 13	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 343		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6)		5. OFF. TITLE (38) Program Analyst												
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 8		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) 06/16/2004								
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)
17. INTERDIS. TITLE CD. (50)												(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) IN		0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 9999	
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 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	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) 06/16/2004	
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)		19. DATE REQ. REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y = Perm N = Other			
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG		4 = Sup./Program 5 = RGEG 6 = Policy Analysis		7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY USE (8)	
3		Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.		Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.		3		Results 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															

PROGRAM ANALYST
GS-343-13

I. INTRODUCTION

This position is located in the Office of the Assistant Secretary for Fair Housing and Equal Opportunity, General Deputy Assistant Secretary (GDAS), Office of Field Oversight. The Office is the primary point of contact between the field and FHEO Headquarters. The Office is responsible for advising the Director on all matters relative to implementation of FHEO Programs and activities in the Regional and Field Offices, including coordinating Regional and Field requests and responses, analyzing performance data, and providing input to assist in the evaluation of the performance of Regional Directors. The Office is also responsible for communicating to the field FHEO policies that are developed by the Headquarters program offices.

II. MAJOR DUTIES AND RESPONSIBILITIES

Participates in the performance evaluation review process, including assisting in coordinating the Quality Management Review and Quality Assurance Review (QMR/QAR) processes.

The QMR is a broad management and operational review program that sets standards, assesses performance, determines efficiencies and deficiencies, and makes changes and improvements within FHEO's Field offices. The incumbent reviews and evaluates performance and results of field operations; provides on-site technical assistance, as needed; establishes quality management controls for more effective program operations; identifies and develops corrective solutions for each field office; identifies and shares exemplary management/operational practices throughout the organization and assesses customer satisfaction. The incumbent prepares written reports after each QMR. The incumbent prepares a summary report of all the findings, observations and exemplary practices at the end of the fiscal year.

The incumbent conducts limited on-site QARs of FHEO field offices. The incumbent determines the effectiveness of field operations; reviews and evaluates performance. The incumbent performs case reviews and conducts interviews with the FHEO staff, other program Directors, customers and clients. The incumbent prepares written reports after each QAR for the Assistant Secretary, General Deputy Assistant Secretary and the Deputy Assistant Secretaries.

Evaluates and monitors field operating policies and procedures to ensure that they are responsive to the broad objectives of FHEO. This includes the conduct of studies, research, and analysis of reports relative to the impact and effective implementation of FHEO programs in the field.

Creates, operates and maintains data analysis tools for reporting and monitoring activities.

Identifies and recommends development of new information systems to facilitate storage and retrieval of data to reduce the burden on the field and eliminate duplicative efforts of retrieving such data.

Maintains performance records and monitors progress against compliance with FHEO objectives, policies, and procedures including monitoring and the analysis of achievement of enforcement goals and FHIP/FHAP activities.

Participates in the negotiation of performance goals with regional and field staff. Exercises independent judgment in approving acceptable, levels of performance.

Makes recommendations of acceptable workload accomplishments in field offices based on knowledge of the operation of FHEO programs.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Extensive knowledge of Fair Housing and Equal Opportunity's mission and programs both in Headquarters and in the Field.

Mastery knowledge of program/project analysis and evaluation to: conduct studies concurrently or in sequence that identifies special FHEO program/project requirements and determines how to correlate those requirements with the evaluative material they need for effectively directing their operations.

Experienced judgment to apply in analyzing, evaluating, and determining on the basis of findings the best way to solve significant problems or deal with very difficult situations which are not treatable by acceptable methods.

Abilities and skills sufficient to influence top-level FHEO program or project management officials to accept recommendations that insure efficiency, economy, and balance in the development and execution of operating programs.

Skill in written and oral communication.

FACTOR 2: SUPERVISORY CONTROLS

Works under the general supervision of the immediate supervisor who consults with the incumbent on such matters as developing the broad aspects of the assignments and long-term milestones to be achieved. The incumbent is expected to plan and carry out most assignments independently such as interpreting and/or establishing policy for analyzing and evaluating the efficiency and effectiveness of FHEO program/project management efforts. Completed work is reviewed primarily in terms of the attainment of objectives and impact on funds and mission policies. Broad program implications are generally called to the attention of the supervisor.

FACTOR 3: GUIDELINES

Guidelines include Departmental, OMB directives, policy statements, Federal laws, regulations, procedures, practices, and other material governing cognizant FHEO program/project development and execution phases and mission objectives often these guidelines lack specificity to complex and difficult management situations, thus requiring the incumbent to exercise a high degree of judgment and creativity in the selection, interpretation, and adaptation of these guides

as a source of reference in analyzing the effectiveness and effectiveness and efficiency of FHEO programs.

FACTOR 4: COMPLEXITY

The work requires providing a wide variety of services to many different people while operating under various sets of guidelines. The work is further complicated by their interrelationships with other FHEO programs/projects, vast expenditures of money and other resources, technological changes and advancements, unpredictability of FHEO strategy priorities and political climate, and other similar situations, problems and difficulties.

FACTOR 5: SCOPE AND EFFECT

The purpose of the work is to provide expert advice and guidance to FHEO management, and top level management officials who participate in cognizant FHEO program/project development and operations that assure information is available to manage an effective and efficient program. The findings, interpretations and conclusions provided, through analyses extends from Headquarters throughout FHEO components and effect dealings with State and local governments, as well as private sector firms.

FACTOR 6: PERSONAL CONTACT

Personal contacts are with HUD and FHEO employees as well as employees of other agencies and members of the general public.

FACTOR 7: PURPOSE OF CONTACTS

Contacts with top-level FHEO officials as well as Departmental officials are for providing analytical advice and guidance concerning the feasibility of achieving management objectives, concerning development and operational requirements, and use of resources needed to insure an effective and economically managed FHEO program or project.

FACTOR 8: PHYSICAL DEMAND

The work is principally sedentary in HUD Headquarters although there are frequent errands in the building occasionally, there are visits that may be necessary to review field operations.

FACTOR 9: WORK ENVIRONMENT

The work is performed in the typical office environment.