

49

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

RECOMMENDED

4. TITLE Program Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 343	7. GRADE (2) 09
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) L. White	

OFFICIAL

10. TITLE Program Analyst						
11. PP (2) GS	12. SERIES (4) 343	13. FUNC.(2)	14. GRADE(2) 09	15. DATE (mm/dd/yyyy) 06/17/2004	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and 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 	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	1-6	950	6. Personal Contacts			
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	2B	75	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-3	150	9. Work Environment	9-1	5	
5. Scope and Effect	5-3	150	TOTAL POINTS		1885	
					GRADE	GS-9

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) 8/20/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) OPM PCS for 343 dtd 8/90; Admin. Anal 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	2. DEPT. CD/JAGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 09	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		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) 06/17/2004		
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) (4) (4) (4) (4) (4)														
17. INTERDIS. TITLE CD. (50)														
(5) (5) (5) (5) (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) 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)																	
1st		2nd		3rd		4th		5th		6th		7th		8th		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					
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) 06/17/2004										
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									
3		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)	
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### 32. REMARKS

**PROGRAM ANALYST  
GS-343-09**

**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. In addition, serve as Field Monitor for evaluating performance of Field Offices including Quality Assurance Review Coordination (QAR).

**MAJOR DUTIES AND RESPONSIBILITIES**

Participates in the performance evaluation review process, reviewing recommendations for adequacy and follow through action.

Assists Senior Analysts in evaluating and monitoring 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.

Assists Senior Analyst in conducting 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.

Assists in the development of and 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 field offices and duplicative methods of retrieving such data.

Assists Senior Analysts develop criteria for evaluating field offices to assess management performance and goals achievement in accordance with identified objectives. This process may include participating in on-site visits.

Participates in the monitoring of enforcement goals and activities including the aged case reduction initiative and FHIP/FHAP monitoring activities. Assists in ensuring that overall priorities, goals and objectives are included.

Reviews assigned portions of the FHEO Field Office Business and Operating Plans in order to determine the volume of activities to be accomplished.

Attends meetings and conferences with senior analysts on Field related issues.

In addition to the above specific area's of responsibility, the incumbent will perform a variety of functions as required by the Director.

### **FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION**

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

Limited 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 the operations of the Field.

Limited experience in analyzing, evaluating and determining on the basis of finding the best way to solve problems or deal with situations that are not treatable by acceptable methods.

Knowledge of management concepts, principles, practices and techniques.

Skill in oral and written communication.

### **FACTOR 2: SUPERVISORY CONTROLS**

Works under the supervision of the Director who provides administrative direction, giving assignments in terms of broadly defined missions or functions. The incumbent is responsible for carrying out assignments. Broad program implications are generally called to the attention of the Director.

### **FACTOR 3: GUIDELINES**

Guidelines are broadly stated, nonspecific, and the incumbent performs research using his/her own methodology in reaching his/her own findings and in making recommendations which affect the field offices. The incumbent must identify, collect and analyze information, draw conclusions and make recommendations.

### **FACTOR 4: COMPLEXITY**

Incumbent must interact with key HUD officials and must perform assignments involving highly complex and nationwide issues of a fundamental or precedent setting nature. In

some instances, the problems involve a unique combination of facts, conditions, and issues. The incumbent is called upon to determine the nature and scope of the problem its cause and the appropriate Departmental remedy.

#### **FACTOR 5: SCOPE AND EFFECT**

The employee plans and carries out work to improve productivity and efficiency of operations in field offices nationwide. The employee resolves conventional problems related to organizational structure or administration. The employee develops detailed procedures and guidelines to supplement existing regulations or program guidelines.

The incumbent's work results in improvements in the overall implementation of FHEO programs in the field.

#### **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**

The purpose of contacts is to negotiate performance goals for acceptable levels of performance for each Field office. The purpose is also to present findings of evaluations and to recommend solutions to existing problems.

#### **FACTOR 8: PHYSICAL DEMAND**

The work is largely sedentary with no special physical demands. Occasionally, there are visits that may be necessary to review field operations.

#### **FACTOR 9: WORK ENVIRONMENT**

Work is generally performed in safe and comfortable work conditions.