

REASON FOR THIS POSITION

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

**POSITION DESCRIPTION
COVER SHEET**

W05135-00094497

RECOMMENDED

4. TITLE: Program Analyst
 5. PAY PLAN (2): GS
 6. SERIES (4): 0343
 7. GRADE (2): 09
 8. WORKING TITLE (Optional): Program Analyst
 9. INCUMBENT (Optional): Mashonda Smith

OFFICIAL

10. TITLE: Program Analyst
 11. PP (2): GS
 12. SERIES (4): 0343
 13. FUNC.(2):
 14. GRADE(2): 09
 15. DATE (mm/dd/yyyy): 11/10/2004
 16. VA: yes No
 17. CLASSIFIER (Name): Dianne Wilkins

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	Department of Housing and Urban Development	5th
2nd	Office of the Assistant Secretary for Administration	8th
3rd	Office of the Chief Procurement Officer	7th
4th		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.

18. *Annette Hancock* 20. DATE (mm/dd/yyyy): *11-10-04* 22. SECOND LEVEL SUPERVISOR'S SIGNATURE
 21. SUPERVISOR'S NAME AND TITLE: *Director, Program Support Division* 24. SECOND LEVEL SUPERVISOR'S NAME
 24a. SECOND LEVEL SUPERVISOR'S TITLE

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-6	950	6. Personal Contacts	6/7	2/c	
2. Supervisory Controls	2-3	275	7. Purpose of Contacts		145	
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		1955	
					GRADE	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: *Dianne M. Wilkins* 30. DATE (mm/dd/yyyy): *11/10/04*
 31. NAME: Dianne Wilkins 31a. TITLE: Human Resources Specialist

32. REMARKS: *(GS-11 Attached) Statement of Differences.* 33. OPM CERTIFICATION NUMBER

OFFICE OF THE CHIEF PROCUREMENT OFFICER
POSITION DESCRIPTION
PROGRAM ANALYST
GS-0343-9

I. INTRODUCTION

This position is located in the Office of the Chief Procurement Officer (OCPO) of the Department of Housing and Urban Development (HUD). OCPO is responsible for all Departmental procurement activities in support of HUD's operations and program requirements. This includes providing the necessary procurement support to achieve the Department's programmatic goals through the award, administration, and closeout of contracts, purchase orders, and interagency agreements; developing and implementing Departmental policies, standards, and procedures for an effective contracting program; and, ensuring that HUD receives good value for the funds expended.

The incumbent of this position serves as a *Program Analyst* within the Office of the Chief Procurement Officer (OCPO), performing a wide variety of pre-award and post-award activities which require the ability to maintain progress on multiple tasks, a thorough understanding of Departmental programs and organizations, and an ability to communicate with key Departmental personnel, executives of other governmental agencies, Congressional staffs, and with private sector executives, using tact and seasonal professional judgment.

This is a developmental position that will involve formal procurement training, on-the-job training, and may involve rotational assignments between program areas within OCPO, or assignment(s) to other offices within Headquarters.

II. DUTIES AND RESPONSIBILITIES

The incumbent provides assistance to senior contracting officials in the planning and execution of contractual actions for assigned program clients and programs. Assigned responsibilities include, but are not limited to:

1. Must be able to maintain procurement confidentiality on all contractual matters, exercising tact and good judgment to protect the integrity of this information.
2. Using computer software programs, prepares a variety of contractual documentation in final form, including exhibits, tables, spreadsheets, organizational charts, and statistical reports. This includes thoroughly proofreading documents and ensuring proper grammar, spelling, capitalization, punctuation, use of acronyms, and format are used, and that requested information is included or attached, and that the package is assembled according to office procedures.

3. Conducts research on various contractual areas of concern. This may involve extracting key elements of documentary material and verbal statements, collating and assembling these elements into briefing papers.
4. Review and analyze Federal acquisition policies and procedures, including, but not limited to: Federal Acquisition Regulation (FAR), Federal Acquisition Circulars (FACs), HUD Acquisition Regulations (HUDAR), HUD Procurement Policies and Procedures Handbook 2210.3, and HUD Acquisition Instructions, as well as applicable statutes and directives.
5. Provides liaison support with program organizations within the Department to aid in the development of realistic procurement plans, and to ensure their requirements are fully understood, properly planned and transmitted to OCPO.
6. Plans, develops and establishes long and short-range procurement and contracting plans, strategies and approaches for acquisitions.
7. Conducts sole source and competitive procurements (e.g. Full & Open, GSA Schedules, etc.) to obtain the best value at fair and reasonable prices. In so doing, reviews Requests for Contract Services (HUD-720) submitted by the Program Offices to ensure the procurement request packages are accurate and complete and clearly articulate the program office's requirements
8. Prepares contractual documentation, ensuring conformance with statutory and regulatory requirements.
9. Conducts fact-finding sessions, pre-proposal conferences, debriefings to unsuccessful offerors, and negotiating various terms and conditions for a wide variety of contract types.
10. Performs other related duties as assigned.

III. FACTORS

FACTOR 1: Knowledge Required by the Position

- Knowledge of contracting processes and the basic objectives and policies governing procurement operations.
- Familiarization with Federal acquisition policies and procedures, including, but not limited to: Federal Acquisition Regulation (FAR), Federal Acquisition Circulars (FACs), HUD Acquisition Regulations (HUDAR), HUD Procurement Policies and

Procedures Handbook 2210.3, and HUD Acquisition Instructions, as well applicable statutes and directives.

- ▶ Skill in applying basic data gathering methods to collect various types of factual information required to complete assignments, identifying problems from collected data, and seeking solutions from alternatives in guidelines and precedent cases.
- ▶ Ability to manage and coordinate activities in order to maintain the status of, and to control various contractual actions occurring concurrently to ensure actions are completed in a timely manner.
- ▶ Ability to communicate effectively, using tact and professional judgment, orally and in writing.
- ▶ Ability to organize and coordinate meetings of Departmental management and staff, and meetings between Departmental management and/or staff and the public, including officers of State and local government, corporate Chief Executive Officers, or other Federal agencies, officers of private organizations, to promote an understanding and/or coordinate the execution of the Department's procurement activity.
- ▶ Skill in reviewing, analyzing, and evaluating problems and rendering advice to Departmental managers.
- ▶ Skill in operating a personal computer using automated office systems software, such as Microsoft Office Suite, Lotus Notes, HUD Procurement System (HPS), Small Purchase System (SPS), ProDoc, etc.

FACTOR 2: Supervisory Controls

The incumbent reports to and works directly under the direction of an assigned supervisor, and is guided in the performance of the duties by established policies and personal knowledge of the views of the supervisor. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. Specific guidance is sought on matters of importance if no precedent exists and/or if the action involves a matter on which the incumbent has not been briefed. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions that affect policy and funds.

FACTOR 3: Guidelines

Official guidelines include the Federal Acquisition Regulations, OMB Circulars, Executive Orders, HUD Acquisition Regulations, and Federal Laws. These sources provide only outlines and general methods to be used in procurement and do not

provide specific instructions for handling the great variety of situations that may be encountered in long-term, complex, unique acquisitions such as those involved in the incumbent's assignment.

Numerous instructions and policies apply to procurement of specific commodities or services. Only experience, judgment and maintenance of continual contacts throughout the procurement community in general provide information necessary to operate in compliance with this guidance.

FACTOR 4: Complexity

The incumbent's assignment involves the planning and coordination of both broad and specific contractual actions required to acquire and provide continuing support of major organizational segments/customers and program initiatives within the Department. The work of planning frequently involves previously unexplored areas, and requires knowledge to identify the appropriate subject specialists who would be contacted, and the ability to differentiate among many variations on requirements, which are treated differently under the regulations.

The incumbent's assignments are complicated by the need to perform several projects simultaneously, and be subject to rapidly changing work priorities, working under extensive work pressure. Experiencing numerous interruptions further complicates the work.

FACTOR 5: Scope and Effect

The incumbent supports the procurement/acquisition needs of major Department programs. The incumbent will have responsibility in participating in various procurement phases of the requirement, from complete procurement planning to final award and post-award administration. Functions performed by the incumbent are critical to meeting Departmental program objectives and initiatives.

FACTOR 6: Personal Contacts

Contacts are with a variety of contractors, manufacturers, suppliers, distributors, salesmen, owners of small businesses, and representatives of other agencies. Fact-finding and contract negotiations take place in a moderately unstructured situation that require the employee to establish the role and ground rules for the procurement. Contacts within the activity include the program offices, budget and finance offices, small business specialists, etc.

FACTOR 7: Purpose of Contracts

In the contacts detailed above, the incumbent coordinates procurement activities, advises program offices and contractor representatives on courses of action, and negotiates a fair and reasonable price. This includes obtaining information, clarifying

procurement requirements, resolving problems, advising on appropriate procurement methods and procedures, and providing procurement assistance.

FACTOR 8: Physical Demands

Work is mostly sedentary. The incumbent's work requires some walking, standing, bending and carrying light items, such as books, papers, contract files, and packages. There is occasional stress caused by extended work hours brought about by short deadlines.

FACTOR 9: Work Environment

Although the majority of work is performed in an office or conference setting, local and long distance travel may be required in order to meet with appropriate individuals involved in various acquisitions, to present briefings to Officials within and outside the Department, to meet with local and field contracting personnel, and to attend training. Visits to contractor facilities may be required depending on the programs supported.