

REASON FOR THIS POSITION		N-02-01-2ANG-01-00014	
1. NEW	2. ISOTRYCAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER	
		X	MM6513

POSITION DESCRIPTION COVER SHEET

MM6513

RECOMMENDED			5. PAY PLAN	6. SERIES	7. GRADE
4. TITLE Procurement Analyst			GS	1102	13
8. WORKING TITLE (Optional)			9. INCUMBENT (GRADE)		
			Multiple		

OFFICIAL						
10. TITLE Procurement Analyst						
11. PD	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. SA
GS	1102		13	MONTH	DAY	YEAR
						17. CLASSIFIER
						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
18a	18b
Office of the Chief Procurement Officer	
18c	18d
Policy and Field Operations Division	
18e	18f
18g	18h

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 statutes or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE	20. DATE	21. SECOND LEVEL SUPERVISOR'S SIGNATURE	22. DATE
		<i>Edward L. Girvasi, Jr.</i>	
23. SUPERVISOR'S NAME AND TITLE	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE		
	Edward L. Girvasi, Jr., Director, Policy and Field Operations Division		

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BNK	26. POINTS	FACTOR	25. FLD/BNK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS		31/05
<i>Cvel Attached</i>					28. GRADE
					13

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standards apply directly, consistently with the most applicable published standards.	
29. SIGNATURE	30. DATE
<i>Nicholas...</i>	11/9/00
31. NAME AND TITLE	32. OPM CERTIFICATION NUMBER
<i>Personnel Management Specialist</i>	
33. REMARKS	
PD originally classified at 12/1/00 by 12. Taylor. Minor changes in PD and addition of standards of difference for 11/12 levels.	

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Office of the Chief Procurement Officer
Procurement Analyst GS-1102-13 (with statement of differences 9-12)
Policy and Field Operations Division

INTRODUCTION

Serves as a Procurement Analyst within the Policy and Field Operations Division, Office of the Chief Procurement Officer (OCPO), and is recognized as an advisor and specialist in the area of contracts, simplified purchases and interagency agreements.

The Division is responsible for the review and improvement of procurement practices, policies and procedures throughout the Department. The Division develops procurement policy applicable to all Departmental contracting activities, and monitors and evaluates their implementation and effectiveness. The Division provides staff support to the Chief Procurement Officer (CPO) - HUD's Senior Procurement Executive - in the areas of: implementation of procurement reforms; formation of policy; development of Departmental procurement standards and evaluation criteria; and, evaluation of all HUD contracting activities. The Division's policy responsibilities include the establishment of procurement standards, policies, and procedures to be used by HUD grantees when they contract for goods and services.

The Division is also responsible for: the establishment and maintenance of HUD's automated procurement data systems and applications used for required reporting to management, OMB, and Congress, and for improving the productivity of HUD's procurement operations, including procurement planning, contract databases, solicitation and contract production; the development and oversight of HUD's certification and training program for all Government Technical Representatives, Government Technical Monitors and other personnel involved in the procurement process; establishing and maintaining the Department's advance procurement planning system; coordinating Field contracting initiatives, including the development of model solicitation and contract documents; implementation of socio-economic procurement programs; coordination of audit requirements for price proposal evaluations and contract cost incurrence; and, the provision of analytical support and technical advice/assistance as required by the CPO, Deputy CPO, Headquarters operational Divisions and the Field Contracting Operations.

DUTIES AND RESPONSIBILITIES

Serves as a staff analyst responsible for developing directives and procedures governing the award and administration of contracts and small purchases. Assists in the development of Departmental policy and regulations concerning contracts, purchase orders and interagency agreements. This responsibility also includes monitoring and evaluating the implementation and effectiveness of such policies, regulations and sound business practices through participation in on-site reviews of contracting activities. Such reviews serve as certification to the CPO that the contracting activity (e.g., Headquarters OCPO, Field Contracting Operations, etc.) meets established Governmentwide as well as Departmental procurement standards.

Serves as the Department's alternate representative (when the lead analyst is unavailable) on interagency working groups and task forces of the Office of Management and Budget, Office of Federal Procurement Policy, Federal Acquisition Institute, and the Civil Agency Acquisition Council. Serves as OCPO's representative on internal HUD task forces/working groups chartered to improve contracting support to program delivery. Provides procurement expertise, furnishes authoritative guidance and advice, represents HUD's

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procurement interests and takes positive action to reconcile differing positions and views.

Develops, monitors, and evaluates internal operating procedures for Headquarters and the Field Contracting Operations. Such procedures provide instructions, formats, and guidelines relating to all phases of the procurement process and ensure that all Divisions and contracting personnel process actions in a prescribed manner and in accordance with Federal and Departmental policy and procedures.

For assigned areas, independently coordinates with Field contracting staff regarding work assignments or programs initiated by Headquarters. Performs liaison duties between Headquarters and Field contracting staff, and provides technical assistance to resolve problems and improve productivity. Coordinates with Headquarters and Field personnel to ensure that Departmental programmatic and contracting objectives are met. Participates in staff assistance reviews and contracting office evaluations.

At the request of the Division Director, prepares special studies, reports, or presentations relating to complex and difficult acquisition problems. Analyzes relevant data, develops findings and recommendations, and presents them to management in oral and/or written form.

Provides consultation and technical advice to Departmental management, OPCPO operational Divisions and Field Contracting Operations staff on request or on assigned procurement matters which may have significant impact on Departmental contracting operations. Responds to inquiries from Field personnel and from members of the public and private sector regarding the HUD contracting policies and procedures. Assists in the delivery of training for HUD staff involved in procurement and contract administration.

On assignment from the Division Director, advises or assumes full responsibility for the negotiation, execution and administration of unusually complex or significant contract or assistance actions.

Drafts Departmental and Office responses to intra-governmental, Congressional and general public correspondence. Provides expert analyses of issues and presents Departmental/Office position. Reviews and comments on proposed Departmental issuances to ensure compliance with procurement and assistance policy.

Develops and maintains a thorough knowledge of HUD programs, requirements and procedures and represents the Department at workshops, conferences, and meetings with Federal, State and local officials and representatives of the private sector.

Performs other duties as assigned.

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FACTOR 1 - KNOWLEDGE REQUIRED BY POSITION - Level 1 - 8

- **Mastery of the procurement functional area sufficient to provide leadership in the development of Departmental procurement regulations, policies, directives, and procedures.**
- **Knowledge and skill sufficient to provide expert technical leadership, staff coordination, and consultation concerning all phases of the procurement function necessary to implement the above policy issuances and provide expert policy interpretation to all Departmental contracting activities.**
- **Knowledge and skill sufficient to plan and participate in procurement reviews/evaluations covering all aspects of the procurement function, including the evaluation of the contracting activity's: compliance with Federal and Departmental regulations, policies, procedures; legal constraints; use of effective contract terms and conditions; and use of sound business practices and judgment.**
- **Knowledge and skill sufficient to plan and conduct special projects/studies/analyses concerning the procurement functional area. Resulting analysis and recommendations receive top management attention.**
- **Comprehensive knowledge of negotiation principles and techniques necessary to establish and/or negotiate positions on sensitive procurement policy issues involving interaction with top officials within the Department as well as externally within OMB, GSA, SBA, the Office of Federal Procurement Policy (OFPP) and the Federal Acquisition Institute (FAI).**
- **Skill in written communications:**
 - ◊ **Writing of procurement regulations in the style and language required of such documents;**
 - ◊ **Writing of memoranda, policy statements, and directives for Departmental distribution;**
 - ◊ **Writing of issue papers, Departmental legislative responses or position papers;**
 - ◊ **Writing evaluation reports; and,**
 - ◊ **Writing of responses to the private sector (individuals and associations).**
- **Other skills:**
 - ◊ **Ability to develop and deliver training concerning the procurement function;**
 - ◊ **Ability to perform public speaking activities inside and outside the Department related to the procurement process;**
 - ◊ **Skill in solving problems and resolving issues presented by departmental contracting activities, program offices, or outside organizations involved in contracting with the Department.**
 - ◊ **Skill in reviewing, analyzing, and evaluating complex operational procurement problems and rendering expert advice to Departmental managers.**
 - ◊ **Skill in analyzing procurement data and workload statistics and preparing reports based**

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on such data.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2 - 4

Work is generally assigned to the employee by the supervisor in terms of a project or problem requiring investigation. The employee, in consultation with the supervisor, plans the approach to be taken, determines the depth of analysis required, evaluates alternatives, and develops recommended solutions, including identifying the need for policy changes. The employee keeps the supervisor advised on an informal basis of progress achieved or of controversies anticipated. The employee's work, critical actions, and decisions are viewed for general effectiveness and attainment of objectives by the supervisor and higher authority, as appropriate.

FACTOR 3 - GUIDELINES - Level 3 - 5

Guidelines consist of procurement laws, legislation, regulations, and policies; OMB Circulars; Executive Orders, GAO decisions; and, regulations of other agencies. The employee is an authority on developing and interpreting procurement regulations, policies and guidelines. The employee drafts Departmental regulations, directives and policy guidance and adapts them to conform to changing procurement objectives of the Department, Congress and the President. The employee is a recognized expert in the interpretation of these guidelines and adapting them to resolve complex problems and issues.

FACTOR 4 - COMPLEXITY - Level 4 - 5

The employee is responsible for the development, review, analysis, and recommendation of Departmental procurement regulations, directives, and procedures covering the full range of contracting types and functions. In developing policy positions, the employee is constantly balancing program and technical needs, the interests of contractors, socio-economic factors, and statutory or regulatory requirements through the exercise of sound business judgment. The employee conducts analyses and provides recommendations for Departmental positions on a variety of contracting matters, such as assessing the impact of action required in response to: audit reports; Office of Federal Procurement Policy and OMB management initiatives; proposed legislation; and proposed Federal Acquisition Regulation changes. The employee also represents the Office/Department on interagency/intra-agency task groups and subcommittees.

The work is complicated by the necessity for refining general objectives into precise policies, directives, and procedures that are applicable to the work being performed. The employee must analyze new policies to determine the extent of their influence upon other policies and procedures and whether such effects have an adverse impact on the overall regulatory and policy objectives of the Department's contracting program. The employee devises techniques to facilitate the implementation of policy changes for all Departmental contracting activities.

FACTOR 5 - SCOPE AND EFFECT - Level 5 - 5

The purpose of this position is to develop new Departmental procurement policies, directives and procedures. The employee also establishes and advocates the Department's position on major procurement issues and interprets policy for use by all Departmental contracting personnel.

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The employee's work has a direct and crucial impact on all of the Department's contracting activities and programs. For example, procurement policy developed affects all Departmental contracting personnel and Departmental programs which rely on contracts to accomplish their mission. Furthermore, the development of grantee procurement standards, policies, and procedures impacts the contracting practices of over 5,000 HUD grantees, including Public Housing Authorities and CDBG communities.

Finally, as a source of authoritative procurement advice and recommendations, the employee affects the decisions of senior Departmental procurement, technical and program officials.

FACTOR 6 - PERSONAL CONTACTS - Level 6 - 3

Performance of the job involves a wide range of personal contacts in moderately unstructured settings for the purpose of resolving problems or obtaining outside viewpoints. The employee establishes personal contacts with: top representatives from the Office of Federal Procurement Policy, OMB, Federal Acquisition Institute, GSA; HUD Headquarters senior and program personnel; Field Contracting Operations Directors and key staff; Inspector General, legal, financial and management personnel; key representatives from national organizations; key officials/recognized procurement experts from other Government agencies; and, senior officials in the private sector. The purpose and extent of each contact differs according to the nature of the issue involved and the role of the person and organization represented.

FACTOR 7 - PURPOSE OF CONTACTS - Level 7 - 3

Contacts are for the purpose of obtaining or providing information or guidance to contracting and program personnel, to coordinate and persuade contracting activities on the implementation of policy or procedural changes, and to determine their potential effect at the operational level. The employee's participation in task groups or meetings is to ensure consistent interpretation and implementation of Government contract policy throughout the Department.

FACTOR 8 - PHYSICAL REQUIREMENTS - Level 8 - 1

There is minimal physical activity associated with the work; work is sedentary.

FACTOR 9 - WORK ENVIRONMENT - Level 9 - 1

Work is normally performed in an office setting. It requires occasional travel to other Federal agencies and HUD Field Offices.

POSITION CLASSIFICATION STANDARDS

FES EVALUATION STATEMENT

Title, Series, and
GradeProcurement Analyst 1102-13

Organization

CPD, Policy & Field Operations Division

Position #

MM10513

Evaluation Factors	Points Assigned	Standards Used (Bmk #, FL#, etc)	Comments
1. Knowledge Required by the Position	1550	FL 1-8	Mastery of procurement function
2. Supervisory Controls	450	FL 2-4	
3. Guidelines	650	FL 3-5	Authority in developing & implementing
4. Complexity	325	FL 4-5	Depth of problem analysis quality procurement function
5. Scope and Effect	325	FL 5-5	Develop new policies nationwide use
6. Personal Contacts	60	FL 6-3	
7. Purpose of Contacts	120	FL 7-3	
8. Physical Demands	5	8-1	
9. Work Environment	5	9-1	
S U M M A R Y	Total Points	3165	US DPM Contracting Series 1102 Dec 1983, TS-71.
	Grade Conversion	13	

Mr. [unclear]