

**POSITION DESCRIPTION  
COVER SHEET**

1. AER	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACE PD NUMBER <input checked="" type="checkbox"/> REWRITTEN
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**RECOMMENDED**

4. TITLE: Procurement Analyst A5020

5. PAY PLAN GS	6. SERGE 1102	7. GRADE 14
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8. WORKING TITLE (Optional): Procurement Analyst

9. INCUMBENT (Optional)

**OFFICIAL**

10. TITLE: Procurement Analyst

11. PD GS	12. SERGE 1102	13. FUNC 14	14. GRADE 14	15. DATE MONTH: 10, DAY: 10, YEAR: 00			16. FA <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	17. CLASSIFIER
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**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st Office of the Chief Procurement Officer	10
2nd Office of Procurement and Contracts	04
3rd OPC Policy and Field Operations Division	70
4th	40

**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>Edward L. Giravasi</i>	20. DATE 10-6-00	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>V. Stephen Carberry</i>	23. DATE 10-6-00
21. SUPERVISOR'S NAME AND TITLE Edward L. Giravasi, Director, OPC Policy and Field Operations Division	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE V. Stephen Carberry, Chief Procurement Officer		

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	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		27.
					28. GRADE

**CLASSIFICATION CERTIFICATION**

I certify that this position has been classified as required by Title 5, USC Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE <i>Bud Kim</i>	30. DATE 10-10-00
31. NAME AND TITLE Supervisory PMS	

32. REMARKS: US OPM req for the GS-1102 series of 12/83 TS-71

33. OPM CERTIFICATION NUMBER

Office of the Chief Procurement Officer  
Procurement Analyst GS-1102-14  
Policy and Field Operations Division

A60202  
Moll, Christine

## 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 senior staff analyst responsible for developing Departmental policy, regulations, directives, and procedures governing the award and administration of 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 the conduct of 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 representative on interagency working groups and task

forces of the Office of Management and Budget, Office of Federal Procurement Policy (OFPP), and the Federal Acquisition Institute. As HUD's representative, works with other senior procurement professionals in the planning, development, and establishment of broad policy guidance necessary to achieve Federal procurement reform. Provides procurement expertise, furnishes authoritative guidance and advice, represents HUD's procurement interests, and takes positive action to reconcile differing positions and views.

Develops new policies and procedures to implement procurement reforms stemming from statutory changes, regulatory revisions, and Executive Orders (e.g., E.O. 12352). Develops HUD Acquisition Regulation coverage necessary to implement Governmentwide procurement policy changes, comply with new legislation, and provide contracting policy necessary to support the Department's mission and achieve its goals and objectives. The need for new policy results from changes to the Federal Acquisition Regulation (FAR) as well as policy initiatives of OMB, particularly OFPP. Representative policy work includes the development of standards, policies, and procedures applicable to grantee procurement; or, implementation of statutes (e.g., the Federal Acquisition Streamlining Act).

Develops, monitors, and evaluates internal operating procedures for OCPO contracting Operations. Such procedures provide instructions, formats, and guidelines relating to all phases of the procurement process and ensure that all contracting activities and personnel process actions in accordance with Federal and Departmental rules, policy and procedures.

For assigned areas, independently coordinates with Field contracting management and 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.

At the request of the Division Director, prepares, or oversees the preparation of, special studies or reports relating to complex and difficult acquisition problems, especially those which may be of a precedent-setting nature or those having policy implications for the Department. Advises and makes recommendations to the Division Director on findings and solutions to important problems and questions. Examples include: A-123 vulnerability assessments and internal control reviews; procurement workload/staffing/productivity studies and analyses; and the development of innovative concepts designed to improve the overall productivity, efficiency and effectiveness of the Department's procurement operations.

Provides consultation and technical advice to Departmental management, OCPO and Field Contracting Operations upon request and on any procurement matter which may have significant impact on the operations of the Department. Responds to inquiries from HUD personnel and from members of the public and private sector regarding the FAR, HUDAR and related policies and procedures. Keeps Departmental contracting personnel current on developments in acquisition legislation, regulations, and new contracting techniques.

Develops and delivers training and technical assistance for Departmental personnel involved in procurement and contract oversight/administration.

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

Reviews the actions taken by the Office for compliance with FAR, HUDAR, OMB Circulars, and Office policies and procedures. At the request of the Division Director, serves as a member of Technical Evaluation Panels involving actions which have a significant impact on the Department.

Drafts Departmental and Office responses to correspondence (including electronic mail) from Congress, other Federal agencies and the general public. Provides expert analyses of issues and presents Departmental/Office position. Reviews proposed Departmental issuances to ensure compliance with current procurement policy.

Performs other duties as assigned.

**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 lead 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 on such data.

#### FACTOR 2 - SUPERVISORY CONTROLS - Level 2 - 5

The employee works under the general direction of the Division Director. Assignments are made in terms of broad administrative direction from the supervisor, are self directed based on knowledge of program needs, or result from discussions with management about Departmental goals and objectives.

The employee is independently responsible for planning, developing and implementing specific procurement policy/analytical projects, selecting approaches to problem solving, obtaining necessary coordination, negotiating with affected organizations, and making sound recommendations to management. Work results are considered technically authoritative and are normally accepted without significant change. The employee is authorized to provide procurement policy guidance and direction to program offices and contracting activities throughout the Department.

The employee is a recognized expert in the area of assignment and his/her work is reviewed only for conformity with Departmental and OCPO goals and objectives.

#### 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 and writing of Departmental procurement regulations, directives and procedures covering the full range of contracting types and functions. The development of procurement regulations and guidance requires in-depth analysis of the impact of alternatives on operational contracting activities, staffing constraints, implementation barriers and the impact of existing laws and regulations. Evaluation of procurement problems requires analyzing the interaction of procedures with existing laws and regulations, determining the nature and scope of the problem being addressed, and determining its probable short and long-term impact on the procurement function. In developing policy positions, the employee is constantly balancing program and technical needs, the interests of contractors, socio-economic factors, and statutory/regulatory requirements through the exercise of sound business judgment.

The employee acts as team leader of reviews and evaluations of Headquarters and Field contracting activities and as such has lead responsibility for planning the review,

conducting in-depth analyses and formulating authoritative, sound recommendations for consideration by top management.

#### 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.

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 - 4

Performance of the job involves a wide range of personal contacts in moderately to very unstructured settings. The employee establishes personal contacts with: top representatives from the Office of Federal Procurement Policy, OMB, Federal Acquisition Institute, GSA, and the Civilian Agency Acquisition Council; HUD Headquarters senior 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 personnel contacted vary significantly according to the nature of the issue involved.

#### FACTOR 7 - PURPOSE OF CONTACTS - Level 7 - 4

The purpose of contacts within the Department is to: negotiate or settle matters involving significant and sometimes controversial procurement and assistance policy issues; justify to Departmental management, having diverse program positions and missions, the need for compliance with new as well as existing procurement policies and procedures; and, to resolve major problems/issues affecting Departmental procurement operations. Integral to the policy development process is the need to meet with top Departmental officials representing diverse viewpoints. The employee must exercise judgment, tact and expert negotiating skills to achieve a satisfactory solution by convincing them of the policy's merits, reaching an acceptable compromise, or developing sound alternatives.

The purpose of contacts outside the Department is to develop Governmentwide procurement guidance, achieve Federal procurement reform, respond to private sector and Congressional inquiries, and defend Departmental positions on procurement and assistance

management matters to OMB and the private and public sectors.

FACTOR 8 - PHYSICAL REQUIREMENTS - Level 8 - 1

There is minimal physical activity associated with the work.

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.