

<b>REASON FOR THIS POSITION</b> H-11-02-A-05-00122		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
X		

**POSITION DESCRIPTION  
COVER SHEET**

*VJ05155-00094517*

<b>RECOMMENDED</b>			
4. TITLE Staff Assistant			
5. PAY PLAN GS		6. SERIES 0303	7. GRADE 9
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

<b>OFFICIAL</b>						
10. TITLE						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. VA
				MONTH	DAY	YEAR
						<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>	
1st Department of Housing and Urban Development	5th
2nd Office of the Chief Procurement Officer	6th
3rd	7th
4th	8th

<b>SUPERVISOR'S CERTIFICATION</b>			
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>Annette Hancock</i>	20. DATE 7-1-08-04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE <i>Acting CPO</i>		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

<b>FACTOR EVALUATION SYSTEM</b>						
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-6	950	6. Personal Contacts	6-3	60	
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	7-2	50	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-4	225	9. Work Environment	9-1	5	
5. Scope and Effect	5-3	150	<b>TOTAL POINTS</b>		1995	
					<b>GRADE</b>	09

<b>CLASSIFICATION CERTIFICATION</b>	
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>Dianne Wilkins</i>	30. DATE (mm/dd/yyyy) 11/2/04
31. NAME Dianne Wilkins	31a. TITLE Human Resources Specialist
32. REMARKS FPL/GS-09	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/AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 09	6. IP NUMBER (8)
----------------------	--------------------------------------	--------------------	----------------	--------------------	------------------

### B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 0303		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6) 9999		5. OFF. TITLE (38) Staff Assistant											
8. 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) 11/07/2004					
11. EARLY RET. CD. (1) 0			1 = Primary 2 = Secondary			3 = Foreign Svc. Blank = NA			12. INACT/ACT (1) A		1 = Inactive A = Active		13. DATE ABOL. (mm/dd/yyyy) 00/00/00		14. DATE INACT/REACT (mm/dd/yyyy) 00/00/00		15. AGCY. USE (10)		
16. INTERDIS. SER. (40)										(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)									

### C. INDIVIDUAL POSITION

1. FLSA CD. (1) N		E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) ON				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) 1NU		0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 9999																					
8. WK. TITLE CD. (4) 9999				7. WK. TITLE (38)																																													
8. ORG. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")										9. VAC. REV. CD. (1) E										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									
1st 83		2nd 11		3rd 02		4th 1900		5th 00		6th 00		7th 00		8th 00		10. TARGET GC. (2) 09		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) Blank = NA Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3) 11 0010 001				14. BUS. CD. (4) 0015		15. DATE LAST AUDIT. (mm/dd/yyyy) 11/07/2004		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 11/07/2004																	
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) 00/00/00		20. NTE. DATE (mm/dd/yyyy) 00/00/00		21. POS. ST. BUD (1) Y N = Other					
22. MAINT.REV./CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results)										3										8										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) A		1 = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy)				27. ACCTG. STAT. (4) 0001		28. INT. ASGN.SER. (4) 0303		29. AGCY USE (8)																																	
30. CLASSIFIER'S SIGNATURE														31. DATE (mm/dd/yyyy)																																			

### 32. REMARKS

US OPM Classification Standard, Miscellaneous Clerk and Assistant Series, GS-0303, dtd 01/79, TS-34, Nov 79 TS-37.  
 US OPM Classification Standard, Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98.

**OFFICE OF THE CHIEF PROCUREMENT OFFICER**  
**POSITION DESCRIPTION**  
**STAFF ASSISTANT**  
**GS-0303-09**

**I. INTRODUCTION**

This position is located in the Office of the Chief Procurement Officer (OCPO) of the Department of Housing and Urban Development (DHUD). 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 and administration of contracts, purchase orders, and interagency agreements; development and implementation of Departmental policies, standards, and procedures for an effective contracting program; and, to ensure that HUD receives good value for the funds expended.

The incumbent of this position serves as a **Staff Assistant** and is responsible for performing a variety of administrative, secretarial and clerical duties which require the ability to maintain progress on multiple tasks, an intimate knowledge of policies and procedures and a thorough acquaintance with Departmental programs and organizations, and the ability to communicate with key Departmental personnel, executives of other governmental agencies, Congressional staffs, and with executives of the private sector, using tact and seasonal professional judgment.

**II. DUTIES AND RESPONSIBILITIES**

1. Must be able to maintain confidentiality on all issues that relate to the organization and staff, and exercises tact and good judgment to protect the integrity of this information.
2. Maintain a current knowledge of OCPO's policies and ongoing projects. Independently furnishes accurate and complete information on established policies and procedures, status of Division projects, and planned activities in a timely manner to the Division Director and other OCPO and Departmental officials. The position requires a close working relationship with the Division Director, and other senior staff members.
3. Responsible for the compilation of data reports requested for the Division and/or Office, using the HUD Procurement System (HPS) or the current data system. In addition, the incumbent of this position is also responsible for providing information to clients on status of requirements by obtaining the information directly from HPS. From time-to-time may assist the Division Director and/or Staff with the imputing of data into HPS.

4. Investigates, prepares and assembles official responses to requests for information under the Freedom of Information Act. Serves as FOIA liaison with the Office of General Counsel, ensuring responses are timely and accurate.
5. Independently performs a variety of special assignments for the Division Director and/or staff that requires a working knowledge of the OCPO's organizational, administrative and functional responsibilities; the ability to do research; and establish contacts with other offices, both inside and outside the Department.
6. Assists Contracting Officers and Specialists in the preparation, assembly, and distribution of contractual documents (i.e. Inter-Agency Agreements, Purchase Orders, Request for Proposals, etc.) ensuring that all pertinent information is provided before final execution of the contractual instrument.
7. Greets visitors. Serves as the gatekeeper, controlling, and directing program clients, contractors, and the general public to appropriate staff within OCPO. Responds to routine and non-technical request for information, such as status of reports, suspense dates, and similar information readily available from files. This may involve determining whether or not to release the information based upon the nature or degree of sensitivity of the information and the requestor's authority to receive the information.
8. Receives and maintains multiple-line telephone coverage for the Division. Exercises tact and good judgment in screening telephone calls and personal visitors and diverting from the Division Director and senior staff any unnecessary inquiries. Assumes responsibility for independently answering or securing the desired information when appropriate, and referring controversial or policy level matters to the Division Director or other staff members.
9. Exchanges information with appropriate personnel in the office and with key officials in order to provide an essential flow of significant communication and actions
10. In the absence of the Division Director, assumes responsibility for ensuring that requests for action or information that would normally receive the Director's attention are made known to responsible staff personnel who can satisfy the request. Decides whether important or emergency matters should be brought to the Division Director's attention when he/she is absent from the office, but accessible.
11. Using computer software programs, prepares a variety of formatted documents (correspondence, reports, and informational documents) 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.

12. Drafts Office responses to routine correspondence for the Division Director in response to general correspondence of a recurring nature.
13. Reviews outgoing correspondence prepared for the signature of the Division Director to ensure completeness, correct format, grammar, spelling and consistency with Departmental regulations, procedures and preferences. On own initiative returns such documents to originator, ensuring corrections are made prior to being submitted to the Division Director for signature.
14. Develops, establishes and maintains databases and/or logs to track controlled correspondence, FOIA actions, work requests, contract awards, contract administration actions, administrative support activities, etc.
15. Arranges for conferences for the Division, ensuring that all officials with related responsibilities are informed, and following up to ensure that plans, arrangements and/or commitments are completed as agreed. Without instruction, obtains materials required by the Division Director and/or staff for meetings and conferences.
16. Maintains the Division Director's calendar by scheduling appointments, meetings and high-level interagency meetings. This includes resolving conflicting appointments, notifying participants of time, location, and subject, arranging for conference facilities, and required audio-visual and/or computer equipment.
17. Serves as the focal point for information concerning all general and administrative operations of the Division. Relieves supervisor of a variety of administrative duties, which involve a thorough understanding of the functions, programs, and policies of OCPO, and makes recommendations for changes to procedures.
18. Receives and screens incoming correspondence, reports, mail, etc., personally assuming responsibility for appropriate handling, distribution, or reply. This involves screening material prior to distribution for suspense dates, establishing controls, and following up for the Division Director.
19. Develops, establishes and maintains databases and/or logs to track controlled correspondence, FOIA actions, work requests, contract awards, contract administration actions, administrative support activities, etc.
20. Establishes and maintains files and records for use by the Division, such as contracts, interagency agreements, purchase orders, task orders, etc. Ensures that files include all required documents, properly signed and dated.
21. Maintains current reference materials such as manuals, directives, instructions and regulations that relate to Departmental procurement operations.

22. Periodically provides staff assistant coverage to the Chief Procurement Officer and Deputy Chief Procurement Officer when their staff assistants are absence from the office.
23. Ensures that sufficient work materials are in stock by determining needs of division and requisitioning office supplies.
24. Controls and manages the clerical work of the office. Ensures that the telephone and office are adequately covered at all times.
25. Prepares ACRS (or current system) requests requesting services, etc., needed by the Division.
26. Prepares time and attendance reports. Assists with the preparation of reports for other Divisions within OCPO, as required. This includes having knowledge of the T&A policies and procedures and being able to provide guidance to OCPO staff as needed.
27. Makes travel arrangements, which includes preparing travel orders in accordance with Federal and Departmental travel regulations, polices and practices. Makes airline, hotel, and car reservations, prepares itineraries, arranging for cash advances and then preparing travel vouchers subsequent to travel. Ensures that all forms and attachments are properly prepared, complete, and mathematically correct.
28. Photocopies, faxes documents, prepare packages for overnight deliveries, and makes deliveries within OCPO and the Department.
29. Performs other duties as assigned.

**FACTOR 1 - Knowledge Required FL 1-6 950 pts**

- › Skill in oral and written communication. Knowledge of correspondence requirements to check for proper grammar, spelling, and punctuation, and to review documents for conformance with format and procedural requirements.
- › Knowledge of the organizational functions and office procedures to perform such duties as distributing and controlling mail, referring telephone calls and visitors, establishing and maintaining filing systems, and providing general, and non-technical information.
- › Knowledge of contracting processes and file organization. Knowledge of the basic objectives and policies governing procurement operations.
- › Skill in applying basic data gathering methods to collecting various types of factual information and track the progress of procurement operations. Knowledge of the standardized processes and procedures for procurement operations to perform duties

such as planning the steps to take to complete assignments, identifying problems from collected data, and seeking solutions from alternatives in guidelines and precedent cases.

- Knowledge of procurement procedures to screen requests for information; personally provide authorized information from files and records or advice on established procedures; assemble information for reports; and follow-up commitments made in meetings.
- Knowledge of modern office procedures and practices, and skill in operating a personal computer using standard automated office systems software (Microsoft Office Suite).
- Knowledge of travel and supply ordering rules and procedures.

### **FACTOR 2 - Supervisory Controls FL 2-3 275 pts**

The incumbent works under the general supervision of the Division Director, who sets the overall objectives of the work, and from time-to-time, gives specific assignments with a brief explanation of the purpose of the assignments. The employee personally sets the deadlines for most of the work to be done and must handle office emergencies and resolve situations requiring initiative in determining methods to use and approaches to be taken. The incumbent performs the duties of the job independently, referring only the most complex problems to the Division Director. Work is reviewed to ensure the overall objectives of the position are met.

### **FACTOR 3 - Guidelines FL 3-3 275 pts**

Guidelines include DHUD and other Federal laws, regulations, policy statements, procedures, and practices. These guidelines are generally inapplicable in specific issues and the kinds of problems encountered; therefore, the incumbent has to exercise a high degree of judgment and creativity in the selection and interpretation of using such criteria. Also the incumbent is responsible for developing guidelines where current criteria are deficient or nonexistent to improve the effectiveness or efficiency of the Program for which the CPO is responsible.

### **FACTOR 4 - Complexity FL 4-4 225**

The incumbent is required to manage and control large amounts of correspondence, reports, inquiries and other material that is received each day. The incumbent must be able to readily identify the important subject matters of the Office and arrange or adjust the office schedules and priorities to meet the ever-changing deadlines. A decision regarding what needs to be done and how the work should be accomplished requires the incumbent to analyze the subject and issues involved.

The incumbent's assignments, for both administrative and professional work 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 FL 5-3 150 pts**

The incumbent ensures that the clerical and administrative controls and procedures of the Office are properly applied. The work affects the accuracy and reliability of the work of professionals in the Office.

**FACTOR 6 - Personal Contacts FL 6-3 60 pts**

Contacts are with senior staff members, officials of the Department, officials of other Federal agencies, Congressional staff, and representatives of various private industry, and/or professional organizations, in a moderately unstructured setting.

**FACTOR 7 - Purpose of Contacts FL 7-2 50 pts**

The incumbent plans and coordinates the work of the office, resolving problems through such duties as ensuring the smooth flow of correspondence, answering inquiries, arranging meetings/conferences, and following up on all matters to ensure the required actions have been taken or are completed.

**FACTOR 8 - Physical Demands FL 8-1 5 pts**

The work is mostly sedentary. No special physical demands are required to perform the work. The incumbent's work requires some walking, standing, bending and carrying light items, such as files, books, papers, and packages. There is occasional stress caused by extended work hours brought about by short deadlines.

**FACTOR 9 - Work Environment FL 9-1 5 pts**

The work is performed in an office setting and involves the normal risks and discomforts of an office.

**Total Points - 1995**