

Wendy Washington

**POSITION DESCRIPTION**  
**MGMT ANAL, GS-0343-13**

SETID	HUD01	JOB CODE	HH0149	DATE	05/23/2010	OPM CERT #			
PAY PLAN	GS	SERIES	0343	GRADE	13	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	MANAGEMENT ANALYST								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ	No	BUS CODE	1120
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CYBER SEC CODE	00	DESCR	Not Applicable						
CLASSIFIER	Marlene D Thrash								
CLASS STANDARD	ADMINISTRATIVE ANALYSIS GRADE EVALUATION GUIDE								
DATE CLASSIFIED	05/23/2010								

**MAJOR DUTIES**

MANAGEMENT ANALYST, GS-343-13

This is a standard position description which may be used in any of the Housing organizations.

The Office of the Assistant Secretary for Housing-Federal Housing Commissioner is responsible for developing, implementing, and maintaining the mortgage insurance and multifamily and single family housing programs and related functions for production, financing, and management of such housing and the conservation and rehabilitation of housing stock or related regulatory functions.

- Incumbent provides Program support and assistance in the analysis and development of policy, legislation and research and performs the following specific functions:
- Researches and investigates new or improved business and management practices for application to Housing programs and operations.
  - Identifies data required for use in the management and direction of programs.
  - Develops management plans, procedures, and methodology;
  - Conducts complex and special studies for efficiency and productivity and recommends changes or improvements in work methods, and procedures.
  - Develops procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems.
  - Analyzes and evaluates Housing functions and activities being considered for conversion to contract operations.
  - Identifies resources (funding, equipment, facilities) required to support varied level of program operations.
  - Reviews administrative audits and investigative reports to recommend appropriate changes or corrective action required.
  - Defines, plans, develops, and implements controls and procedures for the organizations in Headquarters and the Field structures.
  - Performs extensive and in-depth reviews for a more efficient and effective mission and function.
  - May serve as a team leader or member in developing and/or implementing improvements to the mission function of the organization in its Headquarters and Field structure.
  - Develops and implements management procedures and policies in Housing Headquarters and it Field structure.
  - Conducts special cost benefits analyses, studies, reports, surveys, inquiries, and evaluations.
  - Prepares oral and written reports and presentations; prepares graphs and charts that present clear, concise, and effective analytical results of, evaluations and studies performed; provides staff level with formal presentations.
  - Prepares replies to inquiries from Members of Congress, other Government agencies, Field Offices, Contractors, and the general public on very complex and substantive questions relating to Housing's operations and management.
  - Represents the office, as needed, in meetings, workshops and conferences.
  - This position may have access to sensitive HUD systems at the supervisor's discretion and as identified in the Management Survey

- Drafts responses to correspondence assigned to the office.
- Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position

- Expert Knowledge and mastery of the application of a wide range of qualitative or quantitative methods for assessing and improving effectiveness.
- Expert knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the Housing's programs.
- Expert knowledge of Housing's program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.
- Expert knowledge of relationships with other programs and key administrative support functions within Housing.
- Expert knowledge of the organizational structure, functions and procedures of Housing, and their relationships with the other program areas of the Department.
- Expert knowledge and ability to design and conduct comprehensive management studies of housing programs.
- Expert knowledge and ability to assemble and analyze relevant facts and draw significant conclusions.
- Expert knowledge and skill in presenting accurate findings and the ability to make feasible and responsive recommendations both orally and in writing. These recommendations may require negotiations with management to accept extensive changes in established procedures or they may involve substantial resources.
- Expert knowledge and skill in the use of computers.

Factor 2 - Supervisory Controls

Within a framework of priorities, funding and overall project objectives, the employee and Supervisor develop a mutually acceptable project plan. The employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, clarity of presentation, soundness of conclusions and effectiveness in achieving intended objectives.

Factor 3 - Guidelines

The incumbent is guided by oral instructions; laws decisions, rules and regulation governing Housing and related programs; overall HUD management policies; and standard management principles and practices. The existing studies and policies must often be revised to accomplish the project goals. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs.

Factor 4 - Complexity

The work consists of projects and studies, which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of a specific Housing program, and or developing criteria for evaluating its effectiveness. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives, which may derive from changes in legislative or regulatory guidelines, productivity, and or variations in the demand for program services. Assignments are further complicated by: the need to deal with subjective concepts such as value judgments; the quality and quantity of actions are measurable primarily in predictive terms; and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to uncertainties about the data and other variables, which affect long-range program performance.

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**Factor 5 - Scope and Effect**

The purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs and to ensure that the Secretary and Assistant Secretary receive timely, accurate and complete data and project information for use in conjunction with out-of-town travel, meeting, speeches and other events. This may involve, for example, the development of long-range program plans, goals, objectives, and milestones, or evaluating the effectiveness of programs. The work involves identifying and developing ways to resolve problems or cope with issues, which directly affect the accomplishment of principal program goals and objectives. The work involves assisting in establishing criteria for assessing program effectiveness; reviewing, investigating and analyzing a variety of unusual conditions. Work also ensures that Housing's policies, legislation and research programs are consistent with Housing programs and Departmental priorities and that their impacts are fully described and understood.

Study reports typically contain findings and recommendations of major significance to HUD's top management, and often serve as the basis for new administrative systems, legislation, regulations, or programs. The end product of the incumbent affects the internal operations of HUD, HUD's interaction with other entities in the housing field, and the operation of housing programs by other housing-related government agencies.

**Factors 6 and 7 - Personal Contacts and Purpose of Contacts**

Contacts within the Department are primarily for the purpose of obtaining program or project-related data and information and for exchanging views on Housing policies, legislation and research, which affect various Housing programs. Contacts are made to assist in planning, coordination, providing advice to resolve operating problems, and to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. Incumbent may encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**Factor 8 - Physical Demands**

The work involves some walking, standing and carrying of documents. Some exposure to weather conditions is involved when traveling in the performance of duties.

**Factor 9 - Work Environment**

Work is performed in a normal office environment. May require occasional travel.

**JOB COMPETENCIES** (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

**EVALUATION STATEMENT**

1-8	1550
2-4	450
3-4	450
4-5	325
5-5	325
6-3	60
7-3	120
8-1	5
9-1	5

Total 3290 = GS-13 (3155 - 3600)