

Robert Collier

**POSITION DESCRIPTION
MGMT ANAL, GS-0343-14**

SETID	HUD01	JOB CODE	HUD006	DATE	09/26/2009	OPM CERT #			
PAY PLAN	GS	SERIES	0343	GRADE	14	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	MANAGEMENT ANALYST								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	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	Zakiyyah Margaret Colley Day								
CLASS STANDARD	PC FLYSHEET FOR MANAGEMENT AND PROGRAM ANALYSIS SERIES, GS-0343, TS-98 AUGUST 1990								
DATE CLASSIFIED	04/12/2005								

MAJOR DUTIES

This position is established to analyze and advise management on the evaluation of the effectiveness of programs and operations or the productivity and efficiency of management, or both.

- Directs and develops plans for project teams or other groups in accomplishing producing projects studies.
- Analyzes and evaluates on a quantitative qualitative basis the effectiveness of line program operations in meeting established goals and objectives.
- Evaluates and advises on organization, methods, and procedures.
- Analyzes management information requirements.
- Develops, analyzes, and evaluates new or modified program management policies, regulations, goals, or objectives.
- Develops procedures and systems for assessing the effectiveness of programs management processes.
- Performs other duties as assigned.

Factor 1- Knowledge Required by the Position

- Expert knowledge in the application of a wide range of qualitative and or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.
- Knowledge of a comprehensive range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs.
- Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the value of program accomplishments.
- Knowledge of relationships with programs and key administrative support functions within between separate agencies.
- Skill in planning, organizing, and directing team study work and effectively negotiating with management to gain acceptance and implementation of recommendations, where the proposals may involve substantial agency resources, require extensive changes in established procedures, or be in conflict with the desires of the activity studied.

Factor 2 - Supervisory Controls

The employee is subject only to administrative and policy direction concerning overall project priorities and objectives. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs and organizational effectiveness. Analyses, evaluations, and recommendations developed are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals.

Factor 3 - Guidelines

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied. The employee uses judgment and discretion in interpreting and revising existing policy regulatory guidance for use by others. Some assignments may involve the review of proposed regulations which would significantly change the basic character of agency programs, the way the

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agency conducts its business with the public or with private industry. Develops study formats for use by others on a project team or at subordinate echelons in the organization.

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. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Options, recommendations, and conclusions developed take into account, and give appropriate weight to, uncertainties about the data and other variables which affect long-range program performance.

Factor 5 - Scope And Effect

The purpose of the work is to analyze and evaluate major management program aspects of substantive, mission-oriented programs. The work involves identifying and developing ways to resolve problems or address issues which directly affect the accomplishment of principal program goals and objectives. Work products consist of complete decision packages and staff studies, and typically contain findings and recommendations of major significance, which serve as the basis for new administrative systems, legislation, regulations, or programs.

Factors 6 7- Personal Contacts Purpose of Contacts

Contacts are frequently with persons outside the agency and with high level program officials in a moderately structured setting. The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. The employee may encounter resistance due to organizational conflict, competing objectives, or resource problems.

Factor 8 - Physical Demands

No unusual physical exertion is required.

Factor 9 - Work Environment

The work is performed in an office setting.

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
2-5	650
3-5	650
4-5	325
5-5	325
6-3	60
7-3	120
8-1	5
9-1	5

Total 3690 = GS-14 (3605 - 4050)