

**POSITION DESCRIPTION  
COVER SHEET**

**REASON FOR THIS POSITION**

1. NEW  2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8)  3. REPLACES PD NUMBER (8)

D 16341

**RECOMMENDED**

4. TITLE: Financial Analyst

5. PAY PLAN (2): GS

6. SERIES (4): 1160

7. GRADE (2): 14

8. WORKING TITLE (Optional): Financial Analyst

9. INCUMBENT (Optional):

**OFFICIAL**

10. TITLE: Financial Analyst

11. PP (2): GS	12. SERIES (4): 1160	13. FUNC.(2):	14. GRADE(2): 14	15. DATE (mm/dd/yyyy): 3-22-02	16. I/A: <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name): <i>R</i>
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**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st Assistant Secretary for Public & Indian Housing (PIH)	5th
2nd General Deputy Assistant Secretary for PIH	6th
3rd Field Operations Staff	7th
4th HUB Field Office	8th

**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	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
		<i>David R. Zlaja</i>	3/21/02
21. SUPERVISOR'S NAME	24. SECOND LEVEL SUPERVISOR'S NAME		
	David R. Zlaja		
21a. SUPERVISOR'S TITLE	24a. SECOND LEVEL SUPERVISOR'S TITLE		
	Director, Field Operations Staff		

**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			TOTAL POINTS		
					GRADE

**CLASSIFICATION CERTIFICATION**

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>Linda M. Cotrigno</i>	30. DATE (mm/dd/yyyy): 3/22/02
31. NAME:	31a. TITLE:

32. REMARKS: <i>Financial Analysis Series, GS-1160 6/66</i>	33. OPM CERTIFICATION NUMBER:
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**FINANCIAL ANALYST  
OFFICE OF PUBLIC HOUSING  
GS-1160-14**

**INTRODUCTION:**

The incumbent position is located in the HUB Field Office or Program Center. The incumbent serves as the principal advisor for financial matters relating to the Public Housing Agencies (PHA). The incumbent serves as principal expert on matters relating to financing and financial management of PHA programs in the office. Responsibilities may include review and approval of program budgets, reservation and obligation of funds, scheduling of payments, preparation of contracts, review and approval of financial or year end statements, generation of appropriate financial transactions, resolution of audit findings related to the financial management of PHAs; analyzing data to keep abreast of program compliance and performance operations; serving as a member or lead of any team to assist in developing appropriate solutions to complex issues and unusual problems identified by either remote monitoring and/or information provided by a management center; and providing expert advice and guidance on complex financial issues.

**DUTIES AND RESPONSIBILITIES:**

1. The incumbent serves as a subject matter expert for all public and assisted housing programs in areas such as:
  - Cash management
  - Budget and fiscal controls
  - Accounting records
  - Investments and Cash in bank
  - Internal records
2. The Financial Analyst assesses the performance of the PHAs in the areas of finance and budget for both Low Rent Public Housing and Section 8 programs, using budgets and applicable amendments, financial reports and financial statements.
3. Leads or Participates in team efforts to conduct targeted compliance assessments of specific/high risk PHAs; Reviewing such areas as the following:
  - 24 CFR 85-36
  - Annual Contribution Contracts
  - Internal Controls Requirements
  - Single Audit Act
4. Participates in management/regular team meetings to assess Finance related issues and trends across the jurisdiction of the office and/or center. Leads or participates, as assigned/required on special project teams, to address and resolve issues that cross functional program lines.
5. Assists the Office Director, subordinate supervisor or management team in monitoring and evaluating Management or Performance Plan goals, including input and feedback into the development and analysis of diagnostic data. Monitors and tracks accomplishment as assigned and provides input

into the Management Plan reports, analyzes reports submitted on shortfalls, clarifies issues and resolves problems relating to goals achievement.

6. Monitors compliance of all PHAs in the financial area e.g., sufficiency of operating reserves, designated check signatories, and adequate timekeeping procedures. Works with other financial analysts to identify financial trends and coordinates as necessary with cross-functional experts to develop strategies for dealing with broad trends.
7. Provides technical assistance to near-troubled housing authorities by responding to questions, and identifying technical assistance needs and assisting in the development of customized procedures/processes to eliminate or reduce those needs by using problem solving techniques such as peer-to-peer networks and/or developing efficient accounting systems or more effective internal control procedures for cash handling.
8. Develops analytical papers as assigned.
9. Trains financial analysts and other Public Housing Staff.
10. Develops appropriate problem solving strategies, tools and/or procedures to resolve identified performance deficiencies.
11. Takes action to either correct any non-compliance issues and/or performance deficiencies by developing customized training packages, disseminating pertinent information, etc., which includes recommending that potentially severe non-compliance issues be referred to the Inspector General.
12. Collaborates with other financial subject matter experts at HUD in analyzing program assessment scores/data for all housing authorities and identifying trends and developing material on various aspects (e.g., financial management issues, regulatory guidance matters, and program changes for dissemination to the PHAs), on a local, regional and/or national basis.
13. Explores non-HUD sources of technical assistance (e.g., non-profits, universities, etc.), and facilitate effective partnerships between HUD residents and PHA management.
14. Prepares and submits various special statistical, programmatic and administrative region-wide reports, evaluations, plans and strategies for the Office/Center, as applicable (on problems, issues, budgets, training need assessment, travel and most effective utilization of resources.)
15. Utilizes available computer equipment and data systems to maintain current PHA financial data, tracks PHA's financial performance trends and compliance issues, and generates appropriate work products.
16. Serves as agency representative at local, regional, state, national and other conferences, seminars, workshops, etc., on Finance and Budget issues and topics with oral and written presentations.
17. Directly provides advice and guidance on situations for PHA's on unique or usual situations. Also provides advice and guidance to PHA's on unique cases which have not been previously encountered and for which there are no national procedures or experience.
18. Assists in the control, monitoring, sub-assignment and oversight of allocations of development, grant, modernization and subsidy funding for the Office/Center.

19. Processes special requests, waivers, controlled correspondence and other correspondence as assigned.

20. Participates in assignments involving resolution of audit findings, and review of Modernization applications, PHAS certifications, Resident initiative grant applications, and Demo/Dispo/Conversion requests.

### **Factor 1, Knowledge Required by the Position**

The incumbent has a mastery of the rules, regulations and statutes pertaining to the financial management or funding aspects of public and assisted housing programs administered by PHAs. The incumbent has a mastery of the oversight process in order to effectively analyze and administer PHA financial operations. The incumbent demonstrates knowledge of trends in pertinent PIH programs in order to develop realistic intervention strategies and to provide management and staff in the HUB field offices or Program Centers with information upon which to develop solutions to any significant downward performance trends developing at non-troubled PHAs.

### **Factor 2, Supervisory Controls**

The position is under the general supervision of the Hub Field Office Director or Program Center Coordinator or subordinate supervisor. Assignments are given in general terms and the incumbent is expected to ordinarily perform with little technical guidance or assistance within Office/Center and Departmental rules, regulations and guidelines. Work is generally reviewed for technical accuracy or appropriateness and to assure achievement of objectives with overall policies.

The incumbent develops deadlines and project requirements through analysis of PHA performance data, coordination with cross-functional teams involved with PHA-specific issues/problems, and the specific needs of the PHAs. The incumbent is considered an authority on financial and budget issues related to housing authorities, and is expected to provide expert advisory assistance and exercise judgment in developing solutions to complex problems whether on an individual basis or as a member of a team.

### **Factor 3, Guidelines**

Guidelines include legislative provisions, Departmental regulations, and HUD-PHA agreements. The incumbent uses judgment in deviating from established methods to obtain information for unusual cases, and analyzes trends to clarify the need for changes to existing guidelines.

#### **Factor 4, Complexity**

Work involves performing reviews and analysis of financial and/or funding data obtained from near-troubled PHAs. Also involves performing complex reviews and analysis of PHAs identifying their operational and programmatic weaknesses and developing customized procedures and achievable goals for resolving those deficiencies.

#### **Factor 5, Scope and Effect**

The work involves receiving and reviewing financial and funding documents and making a determination of their accuracy and completeness. As a result of incumbent's recommendations, the amount and timing of funding to PHAs is affected. Work also involves interaction with other HUD specialists or generalists in the HUB Field Office, Program Center or other Management Centers on cross cutting issues or problems related to the Low Rent Public Housing and Section 8 programs.

#### **Factor 6, Personal Contacts**

Personal contacts include PIH Headquarters staff, field office management and line and PHA staff. Contacts are for the purpose of reviewing performance trends; advising on how best to use available systems of data processing to ensure local and national objectives are being met; and exchanging information or clarifying questions related to program data.

#### **Factor 7, Purpose of Contacts**

The purpose is to exchange information or clarify questions related to programmatic or Departmental policies to PHA staff, interested citizens or other HUD employees. In addition, the incumbent may be called upon to inform and encourage local housing officials to accept revised or modified schedules and plans or policy and technical requirements.

#### **Factor 8, Physical Demands**

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required.

#### **Factor 9, Work Environment**

The work involves normal risks or discomforts associated with working in an adequately lighted and ventilated office environment.

**POSITION CLASSIFICATION STANDARDS**

**FES EVALUATION STATEMENT**

Title, Series, and Grade FINANCIAL ANALYST, GS-1160-14  
 Organization PIH, FIELD OFFICE  
 Position # \_\_\_\_\_

Evaluation Factors	Points Assigned	Standards Used (Bmk #, FL#, etc)	Comments
1. Knowledge Required by the Position	1550	1-8	
2. Supervisory Controls	650	2-5	
3. Guidelines -	650	3-5	
4. Complexity	325	4-5	
5. Scope and Effect	325	5-5	
6. Personal Contacts	60	6-3	
7. Purpose of Contacts	120	7-3	
8. Physical Demands	5	8-1	
9. Work Environment	5	9-1	
SUMMARY	<b>Total Points</b>	3690	
	<b>Grade Conversion</b>	GS-14	GS-14- 3605-4050

May be copied for local use.