6 (handwritten, top right)

REASON FOR THIS POSITION

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

RECOMMENDED

4. TITLE	5. PAY PLAN (2)	6. SERIES (4)	7. GRADE (2)
Program Analyst	GS	343	15

8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)
	Victor Lambert

OFFICIAL

10. TITLE

Program Analyst

11. PP (2)	12. SERIES (4)	13. FUNC.(2)	14. GRADE(2)	15. DATE (mm/dd/yyyy)	16. I/A	17. CLASSIFIER (Name)
GS	343		15	08/24/2004	☐ yes ☐ No	M.D. Thrash

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th Office of Education and Outreach
2nd A/S for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary-Policy and Legislative Initiatives	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)
(signed)	2/6/2004		
21. SUPERVISOR'S NAME Bryan Greene		24. SECOND LEVEL SUPERVISOR'S NAME Floyd O. May	
21a. SUPERVISOR'S TITLE Director, Office of Policy and Program Evaluation		24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary for FHEO	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-9	1850	6. Personal Contacts		
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	3C	180
3. Guidelines	3-5	650	8. Physical Demands	8-1	5
4. Complexity	4-6	450	9. Work Environment	9-1	5
5. Scope and Effect	5-6	450		TOTAL POINTS	4240
				GRADE	GS-15

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	30. DATE (mm/dd/yyyy)
Marlene Thrash	8-24-2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist

32. REMARKS	33. OPM CERTIFICATION NUMBER
FLSA (Exempt) FPL (GS-15) Ref: Primary Standard	

MASTER RECORD / INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. No. (6)	5. GRADE (2)	6. IP NUMBER (8)
A	HU83	4400		15	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38)
GS	343			Program Analyst

6. HQ. FLD. CD (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGEG 5 = Mgmt. CSRA 3 = Mgr. SGEG 6 = Leader LGEG 4 = Sup. CSRA 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)
1	8			8/24/2004

11. EARLY RET. CD. (1) 1 = Primary 3 = Foreign Svc. 2 = Secondary Blank = NA	12. INACT/ACT (1) 1 = Inactive A = Active	13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	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) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (2) 0 = None 3 = SF278 1 = CD219 4 = AD392 2 = CD220 5 = SF849	3. POS. SCHED. (1) A = Sched A O = Excepted but B = Sched B not A, B, C C = Sched C	4. POS. SENS (3) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LVL. (4)
E			IN	9999

6. WK. TITLE CD. (4)	7. WK. TITLE (38)

8. ORG.STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")

1st	2nd	3rd	4th	5th	6th	7th	8th

9. VAC. REV. CD. (1)
0 = Position Action B = Lower Grade D = Different title and/or
No Vacancy C = Higher Grade Series
A = No Change E = New Position/New FTE

10. TARGET GC. (2)	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) Blank = NA Y = Yes	13. DUTY STATION (9) State (2) / City (4) / County (3)	14. BUS. CD. (4)	15. DATE LAST AUDIT. (mm/dd/yyyy)	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (mm/dd/yyyy)
			11 / 0010 / 001				8/24/2004

18. GD. BASIS. IND. (1) 1 = Rev. when vacant 4 = Sup./Program 7 = Equipment Development Guide 2 = Impact of Person 5 = RGEG 8 = Agency Use 3 = Sup/SGEG 6 = Policy Analysis GEG 9 = Agency Use ALPHAS = Agency Use	19. DATE REQ.REC. (mm/dd/yyyy)	20. NTE. DATE (mm/dd/yyyy)	21. POS. ST. BUD (1) Y = Perm N = Other
			Y

22. MAINT.REV./CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results		
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.	5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.	1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change	5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.	9 = Other
3		3		

23. DATE EMP. ASGN. (mm/dd/yyyy)	24. DATE ABOL. (mm/dd/yyyy)	25. INACT/ACT (1) 1 = Inact. 2 = Act.	26.DATE INACT/ACT (mm/dd/yyyy)	27. ACCTG. STAT. (4)	28. INT. ASGN.SER. (4)	29. AGCY USE (8)

30. CLASSIFIER'S SIGNATURE	31. DATE (mm/dd/yyyy)

32. REMARKS