ECOMMENDED 1. INCLUMBENT (Optional) 2. INCLUMBENT (Optional) 3. INCLUMBENT (Optional) 4. ITTLE 11. IS. IS. IS. IS. IS. IS. IS. IS. IS. IS	REAS	ON FOR									D(ACITION	י הבפרפוב	ארודי		
RECOMMENDED In This Management Analyst In Worker The Coptenest In Wo	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER						3. REPLACES PO NUMBER				POSITION DESCRIPTION COVER SHEET					
# STATE # MARAGEMENT Analyst # MORKANG TITLE (Capterous) A MICHAERIST (Capterous) A MICHAERIST (Capterous) A MICHAERIST (Capterous) A MICHAERIST (Capterous) A MICHAERIST (Capterous) A MICHAERIST (Capterous) A MICHAERIST (Capterous) A MICHAERIST (Capterous) A MICHAERIST (Capterous) A MICHAERIST (CAPTEROUS AND A MICHAEL STRUCTURE (Agency/Bureaus) B MICHAERIST (Agency/Bureaus) B MICHAER			<u>-</u>													
Second Level (Processed) Second Level (Processed) Second Level (Processed)	4. TITLE	MINICIAL	בט										5. PAY PLAN	6. SERIES	7. GRAD	
OFFICIAL II. TITLE 11								-					GS	0343	11	
The SERIES FUNC GRADE DATE I/A CLASSIFIER GS 0343 0g WORTH CAY 1 YEAR THE I/A CLASSIFIER BY SERIES FUNC GRADE DATE I/A CLASSIFIER GS 0343 0g WORTH CAY 1 YEAR THE I/A CLASSIFIER BY SERIES FUNC GRADE WORTH CAY 1 YEAR THE I/A CLASSIFIER BY SERIE	8. WORKI	ING TITLE (O	otional)								9. INCUMBENT	(Optional)				
The SERIES PUNC GRADE DATE UA DATE UA CLASSIFIER STORMANIZATIONAL STRUCTURE (Agency/Bureau) In ORGANIZATIONAL STRUCTURE (Agency/Bureau) In ORGANIZATION SUPERVISOR'S CERTIFICATION In ORGANIZATION OF Which I am responsible This certification is made with the knowledge that this information is to be used for statuatory purposes rebting to appoint and province of province for their implementing gregulations. In ORGANIZATION OF STRUCTURE (Agency/Bureau) In ORGANIZATION STRUCTURE (Agency/Bureau) In ORGANIZATION STRUCTURE (Agency/Bureau) In ORGANIZATION STRUCTURE (Agency/Bureau) In ORGANIZATION CERTIFICATION In ORGANIZATION CER	OFFIC	IAL		<u></u>												
PP SERIES FUNC GRADE DATE UA CLASSIFIER GS 0943 9 99 MONTH DAY VEAR Types No 12. ORGANIZATIONAL STRUCTURE (Agency/Bureau) Sign 13. Suppervision Structure (Agency/Bureau) Sign 14. Suppervision Structure (Agency/Bureau) Sign 15. Suppervision Structure (Agency/Bureau) Sign 15. Suppervision Structure (Agency/Bureau) Sign 15. Suppervision Structure (Agency/Bureau) Sign Si	10. TITLE												•			
SS 0943 09 19 1945 No 18. ORGANIZATIONAL STRUCTURE (Agency/Bureau) 18. ORGANIZATIONAL STRUCTURE (Agency/Bureau) 18. Ord 18.																
Is ORGANIZATIONAL STRUCTURE (Agency/Bureau) Strip	GS	0343		09	MONTH	DAY YE	EAR		7,40							
SUPERVISOR'S CERTIFICATION Cortify 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 inversement functions for which I am esponsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to suppoint and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations. 9. SUPERVISOR'S INMANTURE 20. DATE 21. SUPERVISOR'S INMA AND TITLE ANTHETE E. HAICOCK Deputy Chief Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 22. FLD / BMK 28. POINTS 6. Personal Contacts 7. Purpose of Contacts Guidelines 8. Physical Demands 9. Work Environment 22. GRADE > 23. GRADE > 24. GRADE > 25. Complexity 9. Work Environment 26. Complexity 9. Work Environment 27. TOTAL POINTS > 28. GRADE > 29. CATE 29. CATE 20. CATE 20. CATE 20. CATE 20. CATE 21. CATE 22. GRADE > 23. CATE 24. GRADE > 25. COMPLEXITY Building a standards and and applicable published standard applies direct instantion with the most applicable published standards.	18. ORC	GANIZAT	IONAL	STRUCT	TURE	(Agency/B	Bureau)	Yes	NO I		· · · · · · · · · · · · · · · · · · ·					
Ind 17th 18th 1	1st	. العمد	<u> </u>						5th			-				
SUPERVISOR'S CERTIFICATION corrify 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 correment functions for which I am exponsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appoint and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations. 8. BUPERVISOR'S SIGNATURE 20. DATE 21. SECOND LEVEL SUPERVISOR'S SIGNATURE 22. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Annette E. Hancock Deputy Chief Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 26. POINTS ACTOR EVALUATION SYSTEM ACTOR Complexity 9. Work Environment 27. Purpose of Contacts Complexity 9. Work Environment 28. POINTS 29. Complexity 9. Work Environment 20. DATE 21. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 28. POINTS 29. Purpose of Contacts 29. Purpose of Contacts 29. Work Environment 20. DATE 21. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 29. Purpose of Contacts 29. Work Environment 20. DATE 20. DATE 21. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 29. POINTS 29. Purpose of Contacts 29. Work Environment 20. DATE 21. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 29. Purpose of Contacts 29. Work Environment 20. DATE 20. DATE	2nd								6th	· · · · · ·						
SUPERVISOR'S CERTIFICATION 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 lovernment 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 appoint and payment of public funds and that false or misleading statements may constitute violations of such stantate or their implementing regulations. 8. SUPERVISOR'S SIGNATURE 20. DATE 22. SECOND LEVEL SUPERVISOR'S SIGNATURE 23. DATE 34. SECOND LEVEL SUPERVISOR'S SIGNATURE 24. SECOND LEVEL SUPERVISOR'S SIGNATURE 25. FLD / BMK 26. POINTS ACTOR EVALUATION SYSTEM ACTOR EVALUATION SY	3rd								7th		······································					
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 iovernment 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 appoint and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations. 8. SUPERVISOR'S SIGNATURE 20. DATE 22. SECOND LEVEL SUPERVISOR'S SIGNATURE 23. DATE 24. SECOND LEVEL SUPERVISOR'S SIGNATURE 25. SECOND LEVEL SUPERVISOR'S SIGNATURE 26. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Annette E. Hancock Deputy Child Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 26. POINTS ACTOR 27. FACTOR 28. FLD / BMK 28. POINTS 48. POINTS 49. Purpose of Contacts 39. Work Environment 27. TOTAL POINTS 28. GRADE 29. Complexity 30. Work Environment 20. DATE 21. TOTAL POINTS 22. GRADE 23. CATE ANAME AND TITLE NAME AND TITLE	4th						·		8th					<u> </u>	•	
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 iovernment 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 appoint and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations. 8. SUPERVISOR'S SIGNATURE 20. DATE 22. SECOND LEVEL SUPERVISOR'S SIGNATURE 23. DATE 24. SECOND LEVEL SUPERVISOR'S SIGNATURE 25. SECOND LEVEL SUPERVISOR'S SIGNATURE 26. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Annette E. Hancock Deputy Child Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 26. POINTS ACTOR 27. FACTOR 28. FLD / BMK 28. POINTS 48. POINTS 49. Purpose of Contacts 39. Work Environment 27. TOTAL POINTS 28. GRADE 29. Complexity 30. Work Environment 20. DATE 21. TOTAL POINTS 22. GRADE 23. CATE ANAME AND TITLE NAME AND TITLE	011050	ייפרופיי	CERT	ICICATIO	281				<u></u>							
toverment 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 appoint and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations. 20. DATE 22. SECOND LEVEL SUPERVISOR'S SIGNATURE 23. DATE 24. SECOND LEVEL SUPERVISOR'S SIGNATURE 25. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Annette E. Hancock Deputy Chief Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 28. POINTS Knowledge Required 6. Personal Contacts 7. Purpose of Contacts Guidelines Guidelines 8. Physical Demands 9. Work Environment 22. GRADE ▶ 23. Complexity 9. Work Environment 24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 25. FLD / BMK 28. POINTS 26. POINTS 27. TOTAL POINTS ▶ 27. TOTAL POINTS ▶ 28. GRADE ▶ 29. LASSIFICATION CERTIFICATION Perceify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standards. SIGNATURE NAME AND TITLE						dust-s and a		"-! of the c		1 !** >====	· · · - · · · · · · · · · · · · · · · ·					
and payment of public funds and that failse or misleading statements may constitute violations of such statute or their implementing regulations. 9. SUPERVISOR'S SIGNATURE 20. DATE 22. SECOND LEVEL SUPERVISOR'S SIGNATURE 23. DATE 24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Annette E. Hancock Deputy Chief Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 26. POINTS ACTOR 27. FACTOR 28. FLD / BMK 28. POINTS ACTOR 29. Work Environment 20. DATE 29. Work Environment 20. DATE 20. DATE 21. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 21. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 22. FLD / BMK 23. DATE 24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 25. FLD / BMK 26. POINTS 27. Purpose of Contacts 28. Physical Demands 29. Work Environment 20. DATE 28. GRADE > 28. LASSIFICATION CERTIFICATION LOCATE 28. SIGNATURE 20. DATE 21. DATE 22. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE 26. POINTS 27. TOTAL POINTS > 0 28. GRADE > 28. LASSIFICATION CERTIFICATION LOCATE 29. DATE 29. DATE 20. DATE 20. DATE	l certity u Gov e rnme	hat this is an ent functions	accurate s for which	tatement of I am respon	the major nsible. Th	r duties and re nis certificatio	esponsion on is made	lities of the property of the second	osition i	and its organizations that this inform	ational relations mation is to be	ships and that used for state	it the position is utory purposes r	necessary to ap	carry o	
1. SUPERVISOR'S NAME AND TITLE Annette E. Hancock Deputy Chief Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 2s. FLD / BMK 2s. POINTS FACTOR 2s. FLD / BMK 2s. POINTS Knowledge Required 6. Personal Contacts Supervisory Controls 7. Purpose of Contacts Guidelines 8. Physical Demands Complexity 9. Work Environment 27. TOTAL POINTS 28. GRADE 28. GR	and payme	ent of public	funds and	that false or	misleadir	ng statements	may cons	titute violatio	ons of su	ch statute or th	eir implementi	ng regulation	s.			
Annette E. Hancock Deputy Chief Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 26. POINTS FACTOR 25. FLD / BMK 26. POINTS Knowledge Required 6. Personal Contacts Supervisory Controls 7. Purpose of Contacts Guidelines 8. Physical Demands Complexity 9. Work Environment 27. TOTAL POINTS > 0 28. GRADE > 28. LASSIFICATION CERTIFICATION Leretify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct nesting with the most applicable published standards. SIGNATURE 30. OATE	9. SUPER	VISOR'S SIG	NATURE				20. DATE		22. SEC	OND LEVEL SU	PERVISOR'S SIG	NATURE		23. DATE		
Annette E. Hancock Deputy Chief Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 26. POINTS FACTOR 25. FLD / BMK 26. POINTS Knowledge Required 6. Personal Contacts Supervisory Controls 7. Purpose of Contacts Guidelines 8. Physical Demands Complexity 9. Work Environment 27. TOTAL POINTS > 0 28. GRADE > 28. LASSIFICATION CERTIFICATION Leretify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct nesting with the most applicable published standards. SIGNATURE 30. OATE					• *											
Deputy Chief Procurement Officer ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 26. POINTS FACTOR 25. FLD / BMK 26. POINTS Knowledge Required 6. Personal Contacts Supervisory Controls 7. Purpose of Contacts Guidelines 8. Physical Demands Complexity 9. Work Environment 27. TOTAL POINTS ▶ 0 22. GRADE ▶ 28. LASSIFICATION CERTIFICATION Pertify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct nosistently with the most applicable published standards. SIGNATURE 100. CATE	3.			E					24. SEC	OND LEVEL SUF	PERVISOR'S NAM	E AND TITLE				
ACTOR EVALUATION SYSTEM ACTOR 25. FLD / BMK 26. POINTS 6. Personal Contacts 7. Purpose of Contacts 8. Physical Demands 9. Work Environment 27. TOTAL POINTS > 0 28. GRADE > 28. LASSIFICATION CERTIFICATION Sentity with the most applicable published standards. SIGNATURE 10. CATE				ant Office	or											
ACTOR 25. FLD / BMK 28. POINTS FACTOR 25. FLD / BMK 26. POINTS Knowledge Required 6. Personal Contacts Supervisory Controls 7. Purpose of Contacts Guidelines 8. Physical Demands Complexity 9. Work Environment 27. TOTAL POINTS > 0 28. GRADE > 28. LASSIFICATION CERTIFICATION certify that this position has been classified as required by Title 5, US Co dc, in conformance with standards published by the OPM or, if no published standard applies direct nesistently with the most applicable published standards. SIGNATURE 30. OATE																
Supervisory Controls Guidelines B. Physical Demands Complexity 9. Work Environment 27. TOTAL POINTS ▶ 27. 0 28. GRADE ▶ 28. LASSIFICATION CERTIFICATION Pertify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct nesistently with the most applicable published standards. SIGNATURE NAME AND TITLE	ACTOR		JA I ION	31312		D/BMK	26. P	OINTS	FACTO	DR .	:	2:	. FLD / BMK	26. PC	DINTS	
Supervisory Controls 7. Purpose of Contacts 8. Physical Demands Complexity 9. Work Environment 27. TOTAL POINTS ▶ 27. 28. GRADE ▶ 28. LASSIFICATION CERTIFICATION certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct noistently with the most applicable published standards. SIGNATURE 30. DATE												-			,	
B. Physical Demands Complexity 9. Work Environment 27. TOTAL POINTS ▶ 28. CRADE ▶ LASSIFICATION CERTIFICATION certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct insistently with the most applicable published standards. SIGNATURE 30. DATE	. Know	vledge Re	quired						6. Pe	rsonal Conta	acts		<u> </u>			
Scope and Effect 27. TOTAL POINTS ▶ 27. 28. GRADE ▶ 28. LASSIFICATION CERTIFICATION certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct insistently with the most applicable published standards. SIGNATURE 30. DATE	. Supervisory Controls					7			7. Purpose of Contacts							
Scope and Effect 27. TOTAL POINTS ▶ 28. LASSIFICATION CERTIFICATION certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct insistently with the most applicable published standards. SIGNATURE 30. DATE	. Guide	elines							8. Ph	sical Dema	nds		· .			
Scope and Effect 27. TOTAL POINTS ▶ 0 28. GRADE ▶ LASSIFICATION CERTIFICATION certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct insistently with the most applicable published standards. SIGNATURE 30. DATE	. Comp	olexity						· .	9. Wo	rk Environm	nent	:		ļ		
LASSIFICATION CERTIFICATION certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct insistently with the most applicable published standards. SIGNATURE 30. DATE	. Scope	e and Effe	ect									27. TOT	AL POINTS >	1 -		
certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies direct insistently with the most applicable published standards. SIGNATURE 30. DATE NAME AND TITLE													28. GRADE >	28.		
nsistently with the most applicable published standards. SIGNATURE 30. DATE NAME AND TITLE	LASSI	FICATIO	N CERT	TIFICATI	ON											
NAME AND TITLE							US Cod	c, in conform	iancc wi	th standards pu	blished by the	OPM or, if n	o published star	dard applies	directly	
	. SIGNATI	URE									-	30. C	ATE			
REMARKS 33. OPM CERTIFICATION NUMBER	. NAME A	ND TITLE												<u> </u>	·	
REMARKS 33. OPM CERTIFICATION NUMBER													•			
	REMARK	KS				· · · · · · · · · · · · · · · · · · ·						133. 0	PM CERTIFICATION	N NUMBER		
		-														

REASON FOR THIS POSITION 2. IDENTICAL ADDITION TO THE ESTABLISHED PO NUMBER A 1. NEW									POSITION DESCRIPTION COVER SHEET					
RECC	MMENU	ED								5. PAY PLAN	6. SERIES	7. GRAD		
	nagement						.,,			GS	0343	11		
a. WORK	ING TITLE (O	otional)						9. INCUMB	ENT (Optional)					
OFFIC														
11.	12	13. EUNC	14.	15. DATE		18			. 17.	cico				
GS	SERIES 0343	FUNC	GRADE 09	MONTH DAY	YEAR	WA			CLASSI	FIER				
	GANIZAT	IONAL		 TURE (Agency/	Duran	Yes	No							
1st	GANIZAI	·	SINUC	IUHE (Agency/	Dureau		5th	. •						
2nd							6th		·					
21.70														
3rd							7th							
4th		,	·····				8th							
SHIDE	RVISOR	CERT	IFICATION	N .				· · · · · · · · · · · · · · · · · · ·						
					respons	ibilities of t	he position	and its organizational relati	ionships and tha	t the position is	necessary to	carry or		
Governme	ent functions	for which	I am respon	nsible. This certificat	ion is m	ade with the	knowledg	that this information is to	be used for state	utory purposes i	elating to ap	pointmen		
	RVISOR'S SIG		that raise of	misleading statement	20. DA	onstitute vio		ich statute or their impleme		15.	/ 23. DATE			
	met	t H	1 Ancoc	K	3/2	2/05		Smelte H	secoch	3/2	2/05			
Anne	ette E. Hai aty Chief F	ncock		er		<i>T</i>	2.4. SE	CONO LEVEL SUPERVISOR'S	NAME AND TITLE		,			
	R EVAL													
FACTOR				25. FLD / BMK	26.	POINTS	FACT	OR	25	5. FLD / BMK	26. PC	STAIC		
1. Knov	vledge Re	quired		· .			6. Pe	rsonal Contacts						
2. Supe	rvisory Co	ntrols						rpose of Contacts						
3. Guide	elines						8. Ph	ysical Demands						
4. Com	plexity			9.				ork Environment.						
5. Scop	e and Effe	ect .							27 . TOT	AL POINTS >	27. O			
										28. GRADE ▶	28.			
	IFICATIO													
certify the	at this positi y with the m	on has bee	n classified ble publishe	as required by Title :	s, us c	ode, in conf	onnance w	th standards published by t	he OPM or, if n	o published star	dard applies	directly,		
29. SIGNAT									30. 0	ATE				
31. NAME A	NO TITLE					:								
'. REMAR	KS								33. 0	PM CERTIFICATIO	N NUMBER			

OFFICE OF THE CHIEF PROCUREMENT OFFICER DEPUTY CHIEF PROCUREMENT OFFICE

POSITION DESCRIPTION MANAGEMENT ANALYST GS-0343-11

I. / INTRODUCTION

This position is located in the Office of the Chief Procurement Officer (OCPO) of the Department of Housing and Urban Development (HUD). 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 Management Analyst to the Associate Director within the office of the Deputy Chief Procurement Officer (DCPO), performing a variety of duties as a member of the Customer Service and Human Relations Support Staff. This will require a thorough acquaintance with Departmental programs and organizations; ability to coordinate the internal management of resources available to OCPO for assigned programs and functions. This includes, but is not limited to, managing personnel/staffing functions, preparing budget submissions, coordinating all aspects of Headquarters technical training, coordinating records and forms management, space planning and all other administrative services to support the organization.

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.
- Coordinates OCPO personnel and staffing functions with the Associate Director, DCPO, CPO, Deputies, Office Directors, and the Office of Human Resources, and Administrative Officers, and prepares required documentation.
- 3. Maintains and supports preparation of OCPO Budget reports in response to Budget Calls. This includes collecting budget data externally from program offices and internally from OCPO offices, operating groups; and tracks Status of Funds. Confers with Office Directors to assure comprehensiveness, clarity, consistency and conformity with the Department's budget policy, and to ensure that adequate justification is provided to support budget estimates.
- 4. Conducts and/or participates in special projects, reviews and analyses of emergent and long-term management issues; assimilates data and provides periodic and special management information reports; develops appropriate plans for implementation of results.
- 5. Participates in research on Departmental programs, audit reports, management studies, organization and functional responsibilities and gathers information and data to support a variety of program decisions, public statements, and printed information.

- 6. The incumbent must possess the ability to write and communicate well; make oral presentations, often with little notice or time for preparation; relate easily to employees; exercise sound judgment and initiative; be creative, imaginative and resourceful and yet be flexible, understanding and sympathetic.
- 7. Provide advisory services to OCPO officials for office service functions; including, but not limited to:
 - · records management
 - personnel
 - · training
 - travel .
 - · safety
 - · mail systems
 - telephone services
 - equipment servicing
 - · space/property management
 - printing and duplicating services
 - correspondence control
 - · procurement of office supplies and equipment, and
 - maintenance of work areas.
- 8. Exchanges information with appropriate personnel in the office and with key officials in order to provide an essential flow of communication and actions. Must be able to work effectively with and serve on team activities in the process of exchanging information, collecting and or assembling data and or report activities. In the absence of the Supervisor, assumes responsibility for ensuring that requests for action or information that would normally receive the Supervisor'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 Supervisor's attention when he/she is absent from the office, but accessible.
- 9. Identifies and acts to resolve requests for information and determines appropriate sources to accomplish efficient reply.
- 10. Prepare and make oral and written presentations to present observations, findings, and recommendations for changes in customary program/project management work operations despite management's reluctance to agree that the practices being followed require any changes. Ability to support recommendations, addressing proposed improvements, including potential problems likely to be encountered and potential impact on Departmental policies and practices.
- 11. Using computer software programs, drafts correspondence, complex formatted documents (correspondences, surveys, tables, excel charts, project management charts, acquisition reports), and memoranda in final form, and presents product with related supplemental material completely and properly assembled. Responsible for correct format, punctuation, spelling, and grammar.
- 12. Establishes and maintains files and records for use by the Associate Director. Maintains current reference materials such as manuals, directives, instructions and regulations that relate to Departmental Human Resources functions.

- 13. Arranges meetings and conferences, 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 Associate Director and/or staff for meetings and conferences.
- 14. Serve as a back-up for Transmission of completed T&A reports
- 15. Serve as an OCPO Bank Card holder for the ordering of office supplies. Ensures that sufficient work materials are in stock and requisitioning office supplies.
- 16. Monitors the status of assigned action items, and keeps the Supervisor informed of potential problems that would delay completion of projects.
- 17. In order to ensure smooth operation of OCPO when Staff Assistants are absent from OCPO, incumbent may be called upon to:
 - Maintain multiple line phone coverage for OCPO and greets visitors to the OCPO serves as gatekeeper, controlling, and directing program clients, contractors, and the general public to appropriate staff within OCPO.
 - Prepare time and attendance (T&A) reports.
 - · Prepare ACRS (or current system) requests requesting services, etc.
 - · Receives and screens incoming correspondence, reports, mail, etc.,
 - Photocopy, fax documents, prepare packages for overnight deliveries, and makes deliveries within OCPO and the Department
- 18. Performs other related duties as assigned.

III. FACTORS

FACTOR 1: Knowledge Required by the Position

- The incumbent coordinates the work of the executive office with the work of other offices, and is independently responsible for recognizing the need for such coordination.
- Ability to perform multi-task activities and effectively perform in an Executive office environment.
- Requires comprehensive, intensive, practical knowledge of program analysis practices, principles and methods sufficient to apply the associated skills in the development of new methods, approaches, or procedures needed to improve the efficiency and effectiveness of the programs for which the incumbent is responsible.
- Comprehensive knowledge of the Department's programs, organizations key Departmental personnel.
- Ability to communicate effectively using tact and professional judgment.
- Ability to coordinate and effectively organize and work within team groups.

- Knowledge of contracting processes and the basic objectives and policies governing procurement operations.
- Skill in applying basic data gathering methods to collect various types of factual information required 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.
- Skill in operating a personal computer using standard automated office systems software (Microsoft Office Suite).
- 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.
- Requires comprehensive knowledge of the administrative needs of a large professional organization. Must be fully conversant with Federal travel, office service; supply ordering, and standard office hardware/software regulations/policies so that the CPO's administrative needs are met.

FACTOR 2: Supervisory Controls

The incumbent reports to the Associate Director. He/she is guided in the performance of the duties by established policies and personal knowledge of the views of the Associate Director. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. Specific guidance is sought on matters of importance if no precedent exists and/or if the action involves a matter on which the incumbent has not been briefed. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions that affect policy and funds.

FACTOR 3: Guidelines

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 Associate Director is responsible.

FACTOR 4: Complexity

The incumbent deals with complex situations that may have an impact on the Department's interaction with its constituents, other branches of the government and the general public. Assignments involve making decisions on what needs to be done and how to accomplish them based on goals, priorities, and commitments established by the Associate Director. The course of action to be taken by the incumbent may have to be selected from many alternatives.

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.

The incumbent acts in a confidential capacity to the Associate Director, carrying out assignments with tact, diplomacy and the confidence of the Associate Director.

FACTOR 5: Scope and Effect

The incumbent's work involves establishing criteria; formulating projects; assessing program effectiveness; investigating and analyzing a variety of unusual conditions, problems, or questions; and being responsible for assuring that administrative procedures of the office conform to the Department's regulations, allowing the Associate Director to concentrate on professional duties.

The incumbent is responsible for the efficient and effective workflow between the Associate Director, DCPO, CPO and the program areas. Serves as a liaison between the Associate Director, and key Department officials, including Assistant Secretaries.

FACTOR 6: Personal Contacts

Personal contacts are by phone and visits to the office from OCPO staff, HUD Program Managers and cognizant team officials, Federal, State, national, regional, and local officials, industry representatives, etc., concerning various aspects of the Department.

FACTOR 7: Purpose of Contacts

The contacts are for the purpose of giving, explaining, and obtaining information regarding legislation, hearings, testimony, setting up briefings on various budget and financial management issues. Ensuring correspondence and other materials are completed and obligations of staff are met in accordance to OCPO's established deadlines.

FACTOR 8: Physical Demands

Work is mostly sedentary. The incumbent's work requires some walking, standing, bending and carrying light items, such as books, papers, and packages. There is occasional stress caused by extended work hours brought about by short deadlines.

FACTOR 9: Work Environment

Work is primarily performed in an office setting. Some travel may be required to contractor and field offices.