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Draft

Organization and Management Specialist
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Introduction: The incumbent serves as sole analyst or project leader for the functions of organization and management development in the administration component of the Office of Management, Bureau of Health Systems Planning, HRA, PHS. The Office of Management provides or acquires the resources necessary for the efficient and effective performance of the Bureau's mission. The Office of Management also provides the expertise necessary to the continual improvement of the management of these resources. The mission of the Bureau is to provide a diverse and comprehensive program of planning and development of the Nations health systems through the aegis of State Health Planning Agencies and local health systems agencies.

Scope and Nature of Work: The incumbent devises, conducts, and maintains a comprehensive program of organization and management development within a major component of the Health Resources Administration concerned with the effective consolidation of multiple health programs into a coordinated, national organization for the guidance of health systems planning.

The scope of the work encompasses all of the management aspects of the Bureau and thus has potential for impacting the viability of a National program. The nature of the work is the providing of a high degree of analytical ability and broad expertise and experience in management and organization theory, practice, principles, and techniques for the development and improvement of Bureau management and for application to Bureau problem resolution.

Duties and Responsibilities

1. Organization Development and Maintenance

Through detailed analysis of program needs, organizational structures, and legislation, applies an extensive knowledge of the principles of management and organization theory and practice to the establishment and maintenance of organization structures and positions required to meet changing needs and/or management goals.

Performs, or directs the efforts of lower graded analysts in the performance of, periodic analysis of structures and positions to ascertain their propriety. Devises new positions or structures as needed. Maintains, or directs the maintenance of, position descriptions, position allocation rosters, average grade, position control, and delegation of authority information.

Provides to the Bureau Director and Executive staff a source of organization, position management, and delegation of authority expertise which can be applied to the resolution of operational or management problems. Serves as a consultative source of expertise in the classification of positions and other areas of

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Civil Service or personnel regulations controlling or impacting on the program, The Bureau, and/or its structures and positions.

Serves as principal negotiator for the Bureau in establishing or modifying positions or structures where extra bureau clearances are required. Devises, prepares, and obtains clearance for delegations of authority where required. Maintains official organization files to build a body of historical information and provide a perspective to the development of the organization and its program.

Provides a consultative source of expertise in the task of operational and management planning [where organization or position changes may be conducive to effective attainment of goals.] Provides advice and guidance to regional personnel and programmatic divisions where organization or position development or changes may be influential in attainment of regional, agency or program goals and objectives.

2. Management Development

Devises, conducts, and maintains a positive program of management development within the Bureau. Activities include, but are not limited to: performing, or directing the performance of periodic reviews and analysis of management practices at all levels; preparing staff position papers on management problem areas which set forth viable solutions; consulting with the Bureau Director and Bureau Management on utilization or modification of management techniques; encouraging and guiding the development and utilization of task analysis, work simplification, behavioral science management, and other methodologies and techniques conducive to improvement of Bureau management; and assisting in the development of programs of management training within the Bureau.

Serves as a source of consultative expertise in the application of management techniques and methodologies to improve operational and programmatic activity in the regional offices and agencies. Serves as a consultative "change agent" in the institution of new or improved management practices to assure adherence to "planned change" methodology.

Provides high level management analysis expertise to be applied to a wide variety of management, operational, and/or programmatic problem areas.

Supervision and Guidance Received

The incumbent receives only very broad and general directions as to the scope and objectives of assignments. Supervisor may be consulted as to

application of policies to unusual problems. As sole or senior analyst in the field of expertise, however, the incumbent is required to operate with a marked degree of independence and exhibit a great degree of resourcefulness, ingenuity, original thinking, and inventiveness in applying practices, theories, techniques and methodologies of management to problems of difficulty, scope and importance, and in devising solutions to problems of major importance.