



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

January 13, 2011

MEMORANDUM FOR: Russell Varnado, President, National Council of HUD Locals 222

FROM:

John Anderson, Senior Advisor, Labor Relations, AHEDA

SUBJECT: FPM Re-Assignments of Operation Specialist/Analyst - Modification
of Position Description for Customer Service Representatives

This correspondence is issued to provide the additional information requested by the Council on the above-subject and as formal notification pursuant to Article 5 of the HUD/AFGE Agreement. FPM has employees occupying the Operations Analyst and Operations Specialist positions, both of which are HUD specific job classifications that are now outdated after more than a decade of use as the designation has outlived its usefulness and does not accurately reflect the duties of this group of employees. FPM's plan to immediately re-assign these employees to the Management Analyst series will better reflect their work duties and responsibilities while providing them with flexibility within HUD and the federal government for future growth. So as to ensure a smooth transition, training will be provided to these employees by FPM. Additionally, FPM is modifying all Customer Service Representative position descriptions to include various additional duties, some of which are currently being performed by these employees. The re-assignment and modifications stated above will have no adverse affect on the bargaining unit employees involved as there will be no downgrading of positions, no loss of jobs or relocation of employees. Attached hereto, is a list showing the affected AFGE employees along with copies of their new and modified position descriptions.

Please submit any bargaining proposals you may have within seven (7) calendar days from receipt of this memorandum to the Employee and Labor Relations Branch. If you have any questions or concerns, please contact John Anderson at 202-708-3373.

Attachment

cc: Edward Eitches, AFGE Local 476