

Office of Counsel
PROGRAM ANALYST
GS-343-12

PD#: 600218 ; 8888

Incumbent serves in a position of public trust.

INTRODUCTION:

The Program Analyst position is located on the staff of the Fort Worth Office of Counsel and the incumbent reports directly to the Assistant General Counsel for the Southwest. The Program Analyst has responsibilities for implementing Southwest Office of Counsel activities in the multi-state level and for providing liaison with the other components of HUD within the Southwest Office of Counsel.

DUTIES:

The incumbent serves as an analyst with respect to the Southwest Office of Counsel functions on a multi-state level. The incumbent serves as a point of contact for the Assistant General Counsel of the Southwest Office of Counsel. The incumbent implements policies and procedures as directed by the Assistant General Counsel and assists higher graded attorneys; handles questions, special projects, as requested and dictated by ongoing programs under the jurisdiction of the Assistant General Counsel for the Southwest; monitors operating problems and programs in which the Assistant General Counsel for the Southwest or Headquarters has special interest; and as requested, drafts procedural changes for those matters falling under the Assistant General Counsel's authority.

Has responsibility in the preparation and conduct of specific multidiscipline reviews of communities and neighborhoods. The reviews look at low income neighborhoods making assessments of economic, housing and community assets. Oversees development of written and graphic descriptions. Participates and facilitates recommendations regarding data gathered for programmatic consideration. These reviews and recommendations often provide the foundation for development of options and policy changes that are required to maintain, or bring the Department into, compliance with major court decrees and/or orders. Provides support to compliance and legal staff through the analysis of data. Implements plans and resource requirements to perform such analyses. Coordinates project activities which may include statistical analysis of trends in the community and neighborhoods, identifying patterns of discrimination, report writing, and the application of computer software, such as mapping and spreadsheets to analyze data collected.

Participates in the identification of training needs, as well as concerns relating to staffing and the utilization of resources. Recognizes the need for program cross-training, need for procedural changes, or need for additional guidelines.

In conjunction with higher graded attorney(s) may represent the Assistant General Counsel for the Southwest at meetings requested by the Secretary's Representative and/or State/Area Coordinators. This includes research and analysis of issues with public

relations (press) implications as well as major implications relating to the Department's compliance with important litigation.

Develops criteria for evaluating management performance relating to responsiveness to meeting court ordered objectives in major litigation in accordance with identified criteria. This process may include participating in on-site visits as part of the Office of Counsel Performance Evaluation.

Analyzes management plan goals and accomplishments for the Southwest Office of Counsel activities at both the Fort Worth and Southwest area levels. Based on this analysis makes suggestions for amending the objectives, goals or resource allocations, as necessary. Prepares justification as required or appropriate. Responds to requests for additional information as directed by the Assistant General Counsel for the Southwest. Reports on the need for changes in goals, the need to shift priorities, and the recognition of special achievements or under-achievements on the part of the Southwest Offices of Counsel. Monitors the quality and integrity of the Southwest Office of Counsel program data throughout the multi-state area.

Assists the Assistant General Counsel for the Southwest in implementing HUD programs cutting across local area jurisdictions.

Assists the Assistant General Counsel for the Southwest in a variety of personnel, administrative, budget, travel and data systems matters. Makes recommendations to the Assistant General Counsel for the Southwest concerning personnel actions. Briefs the Assistant General Counsel for the Southwest and has substantive discussions on various personnel actions such as promotions, reassignments and disciplinary actions. Also reviews requests for various types of awards. Responsible for coordinating personnel transactions with the Human Resources Division; assists the Assistant General Counsel for the Southwest with budget related issues; tracks the travel funds for the Office of Counsel(s) and ensures that the Offices of Counsel are provided with adequate funding and that expenditures are closely monitored; serves as the coordinator for data systems issues and ensures that the Offices of Counsel are provided with adequate equipment and monitors and coordinates any issues, matters or concerns which may arise.

Prepares briefing materials, analytical papers, correspondence, internal reports on a variety of subjects relating to litigation in response to specific questions asked by the public and applicants for or recipients of the agency's financial assistance.

Prepares FOIA/Privacy responses, researching case files and appropriate rules and regulations; recommends whether request can be honored and under which authority and determines what material should be provided. Deletes material as appropriate to meet Privacy Act considerations.

Participates in HUD's efforts to communicate with civic leaders the importance of compliance with court orders and settlements, making presentations (both oral and written) industry, community organizations and individuals. Accompanies officials from other HUD programs in meetings and conferences and serves as a trainer, when required.

In addition to the above specific areas of responsibility, the incumbent will perform a variety of functions as required by the Assistant General Counsel for the Southwest.

FACTOR 1 Knowledge Required by the Position

The incumbent must have working knowledge in the following matters:

Knowledge of analytical and evaluative methods and qualitative and quantitative techniques for-analyzing and measuring the effectiveness, efficiency and productivity of administrative and technical programs. Conducts OGC program evaluation studies and developing new methods and procedures to measure program accomplishments, results, and effectiveness related to compliance with court ordered mandates involving utilization of key HUD programs.

Incumbent must also have a detailed working knowledge of the statutes and implementing regulations for all HUD programs in order to link court ordered requirements with program administration. The range of programs is broad, including housing development, housing management, community planning, community development, and area-wide planning and development.

Incumbent must have skill in fact-finding, analysis, formulating and presenting recommendations relating to budgeting, financing, staffing and personnel administration, including training and evaluation, and general program management in order to coordinate the Southwest legal programs.

Incumbent must also have working knowledge of administrative procedures common to HUD such as delegations of authority, filing systems, software systems and storage of files and records. Assignments will involve using qualitative and quantitative analytical techniques such as: work measurement; review of data submissions from multiple reporting organizations; productivity charting; mapping and administration of questionnaires and interview forms. Assignments require skill in conducting interviews with supervisors and employees of HUD and community organizations and leadership to obtain information about organizational missions, functions and activities. Participated in and otherwise familiar with litigation and the carrying out of a court order.

Familiarity with complex computer software. Interest in learning and understanding mapping software. Experience with the software in using Microsoft Office (Word, Excel, PowerPoint, Access) for use in complex litigation settings for documenting and explaining compliance with court requirements.

Factor 2 Supervisory Controls

The incumbent's immediate supervisor is the Assistant General Counsel for the Southwest. The employee and supervisor develop a mutually acceptable project plan.

The incumbent is responsible for planning and organizing the study, coordinating with staff and line management and conducting all phases of the project. The employee informs the

supervisor of potentially controversial findings. Completed projects are reviewed by the supervisor for compatibility with goals, guidelines and effectiveness.

Factor 3. Guidelines

Throughout the functions of the Southwest Office of Counsel, guidelines vary from "available, but only broadly applicable" to "non-existent". The general law enforcement aspect of the work dictates that most guidelines will be broad and non-specific. Office of Counsel professional staff must constantly use resourcefulness and judgment in applying broad and continually evolving standards to specific situations.

The particular functions of the incumbent are almost wholly without specific guidelines and depend heavily on the initiative of the incumbent. Indeed, one of the major responsibilities of the position is to help develop guidelines and reporting capacity for the Southwest HUD area regarding litigation related matters.

Factor 4 Complexity

The work involves the full range of staff processes-including planning for, training for, and evaluating litigation activities carried out in the seven legal offices in the Southwest. Each Office of Counsel in the Southwest interacts with and affects all agency housing programs, community planning and development programs, federally-owned and insured properties, and a broad range of private housing activities including the sale and rental of single and multifamily dwellings within major metropolitan areas.

The work also includes maintaining liaison with other federal and state agencies who perform related functions.

The work requires judgment in evaluating field office performance, identifying training needs, and recognizing needs for changes in program operation. It requires continuous effort and skill in negotiating changes in field office procedures by program disciplines to achieve litigation objectives.

Factor 5, Scope and Effect

The ultimate purpose of the Department's Office of Counsel programs is to eliminate systematic barriers to equal opportunity in housing in the Southwest, and to develop and maintain equal opportunity for participation in and benefit from all Departmental programs. The incumbent's specific purposes include assuring quality and uniformity in the field office's implementation of Office of Counsel programs, and providing liaison and coordination with related programs in other governmental agencies. -

Work effects have a discernible impact on program operation in the Offices of Counsel in the Southwest, which in turn have an impact on the structure and content of planning efforts, housing programs and community development programs within the Southwest. The work produces material changes in housing and employment opportunities for large numbers of people in the Southwest.

Factor 6. Personal Contacts:

Personal contacts are with political, community, housing industry, other government and banking leaders in the multi-state region, as well as management staff within the Department. Persons contacted include heads of industry associations, heads of state agencies, community and civil rights leaders, and key members of their staffs. The contacts are non-routine and deal with politically, socially and economically sensitive issues. Many subjects discussed are not understood in detail by the persons contacted.

Contacts sometimes are hazardous because individuals or members of extremist groups (e.g., Ku Klux Klan, American Nazi Party, etc.) may be in attendance and can incite individuals or groups to violent actions directed at those who have the responsibility for enforcing civil rights laws and implementing court orders and decrees.

Factor 7, Purpose of Contacts

The purpose of the intra-agency contacts is to negotiate operating plan goals, changes in program procedures and staffing allocations, to evaluate field office performances and conduct training. Contacts outside the Department seek to explain Departmental policy and negotiate agreements on issues shared with other agencies or community groups.

Factor 8. Physical Demands

The work is largely sedentary with no special physical demands. There will be travel to communities throughout the Southwest and to field offices. Some visits will be to low income neighborhoods where, in some cases, it will be necessary to use good judgment completing reviews and assignments.

Factor 9 Work Environment

The work environment presents only those risks and discomforts normally encountered in a modern office building and driving through a variety of public and assisted housing neighborhoods.

The incumbent of this position serves as an analyst with respect to Office of Counsel functions on a multi-state level. Incumbent serves as a point of contact for the Assistant General counsel. Incumbent assists in the development of criteria for evaluating management performance relating to responsiveness to meet court ordered objectives in major litigation in accordance with identified criteria. Incumbent analyzes management plan goals and accomplishments for the Office of Counsel activities throughout the jurisdiction; prepares FOIA responses; prepares briefing materials, correspondence and responds to inquiries from the public; participates in identification of training needs; and other duties as assigned.