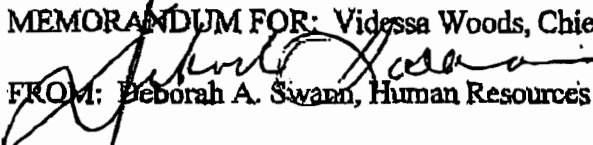




U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

July 24, 2007

MEMORANDUM FOR: Videssa Woods, Chief Negotiator, AFGE Council of HUD Locals 222  
FROM:  Deborah A. Swann, Human Resources Specialist, ARHLL  
SUBJECT: Office of Administration – Reorganization

On June 28, 2007, the union received Article 5 notification on the proposed reorganization in the Office of Administration. Under this proposal, the three Administrative Service Centers (ASCs) will be abolished, and a new office, the Office of Field Administrative Resources (OFAR), will be established to carry out the administrative resources functions in the field. This office will report directly to the Assistant Secretary for Administration, through the General Deputy Assistant Secretary (GDAS). The three Human Resources Divisions currently reporting to the ASCs will be abolished and their functions consolidated into two newly established divisions that will report directly to the Deputy Assistant Secretary for Human Resource Management, through the Director, Office of Human Resource, in Headquarters. These proposed changes will provide for consistency in operations and assist in reducing the span of control by grouping related functions; and supports the establishment of clear lines of responsibility and channels of communication; reduce the time it takes to make decisions; and contribute toward current efforts to improve employee-to-supervisory ratio and GS-14/15 reduction targets.

Below is the information in accordance with Article 5, Section 5.04 (3) of the HUD/AFGE Agreement.

- (a) Name, grade, title, and position of affected bargaining unit employees. See Attachment 1.
- (b) Impact, if any, upon upward mobility and/or career ladder positions. There will be no impact on upward mobility or career ladder positions as a result of this reorganization.
- (c) Employees who will have a different first or second line supervisor as a result of the reorganization. Employees will have the same first and second line supervisor.
- (d) Impact, if any, upon employee's receipt of performance ratings. There will be no impact on employee's receipt of performance ratings as a result of this reorganization.
- (e) Copies of position descriptions for new positions if different from current position. Employees will remain on their same position description.

- (f) Names of any employees detailed in connection with the reorganization. No employee will be detailed as a result of this reorganization.
- (g) Any new positions created as a result of the reorganization. No new positions will be created as a result of this reorganization.
- (h) Names of any employees who will be downgraded or separated as a result of the reorganization. No employee will be downgraded or separated as a result of this reorganization.
- (i) Names of any employees who will be moved as a result of the reorganization. No employee will be moved as a result of this reorganization.
- (j) Copy of before and after organization charts. See Attachment 2.

If you have any questions regarding this response, please contact me at (202) 402-2856.

#### Attachments

## Affected Bargaining Unit Employees

Employee Name	Series	Grade	Position Title	Duty Station
Star Eckert	343	14	Management Analyst	New York, NY
Randall Harrison	301	13	Management and Budget Analyst	Chicago, IL
Erlene Jones	343	13	Management Analyst	Atlanta, GA
Judy Little	343	13	Management Analyst	Fort Worth, TX
Patricia Colburn	343	13	Management Analyst	Denver, CO
Evelyn Cruz	301	12	Management & Budget Analyst	Chicago, IL
Mary A. Burbank	343	12	Management Analyst	Denver, CO
Leifia Riggins	301	9	Management & Budget Analyst	Atlanta, GA
Melissa Bell	303	7	Administrative Assistant (OA)	Chicago, IL
Maria Labelia	341	13	Supervisory Administrative Officer	Boston, MA
James Aurelio	342	12	Support Services Specialist	Boston, MA
Kathleen Spinelli	342	12	Support Services Specialist	Boston, MA
Felicita Conde	342	12	Support Services Specialist	Hartford, CT
Karen Zimay	343	11	Support Services Specialist	Boston, MA
David Stewart	303	5	Administrative Clerk	Hartford, CT
Sheila Nicholson	342	12	Support Services Specialist	New York, NY
Patricia Warr	342	12	Support Services Specialist	Albany, NY
Jeffrey Lipson	342	12	Support Services Specialist	New York, NY
Barton Young	342	12	Support Services Specialist	New York, NY
Lorrie Peterson	342	12	Support Services Specialist	Newark, NJ
Francis Ziemblec	303	7	Administrative Assistant OA	Buffalo, NY
Sally Czapia	303	7	Administrative Assistant OA	Buffalo, NY
Tommy Tucker	303	5	Office Services Clerk OA	New York, NY
James Hatcher	342	12	Support Services Specialist	Washington, DC
Sherlon Ligon	342	12	Support Services Specialist	Richmond, VA
Marva Tolbert	342	12	Support Services Specialist	Pittsburgh, PA
Mary E. Amoro	342	12	Support Services Specialist	Philadelphia, PA
Deloris Brooks	342	12	Support Services Specialist	Baltimore, MD
Charlotte Puryear	342	11	Support Services Specialist	Charleston, WV
Carol Juzwiak	342	9	Support Services Specialist	Philadelphia, PA
Renatta Strong	303	7	Administrative Assistant	Richmond, VA
Mattie Barnett	342	12	Support Services Specialist	Chicago, IL
Clement Amore	342	12	Support Services Specialist	Chicago, IL
Vanessa Thomas	342	12	Support Services Specialist	Chicago, IL
Boguslaw Nirenski	342	11	Support Services Specialist	Chicago, IL
Freddie Kellum	303	7	Administrative Assistant	Chicago, IL
Joseph Lova	303	7	Administrative Assistant	Chicago, IL
Betty Mosley	303	7	Administrative Assistant	Chicago, IL
Gail Arnold	342	12	Support Services Specialist	Cleveland, OH
Rose Marie Ellison	342	11	Support Services Specialist	Indianapolis, IN
Paula Stankiewicz	303	7	Administrative Assistant	Cleveland, OH
Marilyn Williams	303	7	Administrative Assistant	Milwaukee, WI
Luann Bartuah	303	7	Administrative Assistant	Minneapolis, MN
Yvonne Flores	342	11	Support Services Specialist	Denver, CO
Robert Carnona	303	7	Administrative Assistant	Denver, CO
Robert Mocon	303	7	Administrative Assistant	Denver, CO
Karen Bennett	303	7	Administrative Assistant	Portland, OR
Marquette Nash	342	12	Support Services Specialist	Atlanta, GA
Peggy Gulce	342	12	Support Services Specialist	Atlanta, GA
William Bowles	303	7	Administrative Assistant	Atlanta, GA

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## Affected Bargaining Unit Employees

Employee Name	Series	Grade	Position Title	Duty Station
Gale Harris	303	7	Administrative Assistant	Birmingham, AL
David Degraff	303	6	Administrative Clerk	Greensboro, NC
Patricia Cincy	303	5	Mail Clerk	Atlanta, GA
Josette Green	303	4	Clerk	Columbia, SC
Thelma Bourwell	342	12	Support Services Specialist	Jackson, MS
Dickler Feve Sandoval	342	11	Support Services Specialist	San Juan, PR
Karen Finchum	303	7	Administrative Assistant	Knoxville, TN
Ruben Silson	303	7	Administrative Assistant	Jacksonville, FL
William Jones III	342	12	Support Services Specialist	Fort Worth, TX
Billie Peters	342	12	Support Services Specialist	Fort Worth, TX
Mark Young	342	12	Support Services Specialist	Oklahoma City, OK
Melissa Tenison	342	12	Support Services Specialist	Little Rock, AR
Nancy McDonald	342	12	Support Services Specialist	Tulsa, OK
Sharonda Grays	303	7	Administrative Support Assistant	Fort Worth, TX
Wayne Abbott	303	7	Administrative Support Assistant	Fort Worth, TX
David Riggins	303	4	Clerk	Oklahoma City, OK
Iona Dupre	342	12	Support Services Specialist	San Antonio, TX
Benjamin Arredondo	303	7	Administrative Support Assistant	San Antonio, TX
Sean Napoleon	303	5	Administrative Clerk	Houston, TX
Ralph Wagner	342	12	Support Services Specialist	Des Moines, IA
Penny Cerny	342	12	Support Services Specialist	St. Louis, MO
Danise Cernik	342	12	Support Services Specialist	Omaha, NE
Cheryl Bennett	342	11	Support Services Specialist	Kansas City, KS
Vetra Boak	303	7	Administrative Assistant	Kansas City, KS
Ezequiel Fonseca	303	7	Administrative Assistant	Kansas City, KS
Lorlei Salbedo	342	12	Support Services Specialist	Honolulu, HI
Samuel Miller	301	14	Senior Project Management Specialist	New York, NY
Arlean Albanese	303	7	Administrative Assistant (OA)	New York, NY
Deborah Schuyler	301	13	Senior Project Management Specialist	Fort Worth, TX
Lance Wasdin	301	13	Senior Project Management Specialist	Atlanta, GA
Joel Walton, Jr.	301	13	Senior Project Management Specialist	Atlanta, GA
Linda Atkins	301	13	Senior Project Management Specialist	Fort Worth, TX
Robert Flack	301	13	Senior Project Management Specialist	Kansas City, KS
Jennifer Coffelt	301	12	Project Management Specialist	Louisville, KY
Karen Campbell	301	12	Project Management Specialist	Denver, CO
Mary Cumberland	301	13	Senior Project Management Specialist	Baltimore, MD
Anna Horn	301	13	Senior Project Management Specialist	Chicago, IL
Rolf Johannessen	301	13	Senior Project Management Specialist	Seattle, WA
Lewis Braun	301	12	Project Management Specialist	New York, NY
Darlene Barr Taylor	301	12	Project Management Specialist	Baltimore, MD
James Kopka	301	12	Project Management Specialist	Chicago, IL
Kathleen Halm	301	12	Project Management Specialist	Chicago, IL
Novella Chapman	201	9	HR Specialist (Comp)	Washington DC
Shelle Martin	203	9	HR Assistant (IS)	Washington DC
Delma Owens	303	5	Clerk OA	Washington DC
Holly Dockery	203	7	HR Assistant (OA)	Fort Worth, TX
Stacy Sias	203	7	HR Assistant	Chicago, IL
Rodney Filppen	303	5	Clerk OA	Chicago, IL
Christina West	203	9	HR Assistant	Washington DC
Sandra Griffith	203	7	HR Assistant (OA)	Washington DC

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Affected Bargaining Unit Employees

Employee Name	Series	Grade	Position Title	Duty Station
Edna Sesay	203	7	HR Assistant (OA)	Washington DC
Cynthia Lee	203	7	HR Assistant Typg	Washington DC
Valerie Johnson	318	7	Secretary	Washington DC
Karen Manson	303	5	Clark OA	Chicago, IL
Tiffany Torrez	203	7	Human Resources Assistant	Denver, CO