

REASON FOR THIS POSITION

1. NEW 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) 3. REPLACES PD NUMBER (8)

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE: Administrative Officer (Director, Resource Management Division) 5. PAY PLAN (2): GS 6. SERIES (4): 341 7. GRADE (2): 15

8. WORKING TITLE (Optional): 9. INCUMBENT (Optional): Harrison

OFFICIAL

10. TITLE: Administrative Officer (Director, Resource Management Division)

11. PP (2): GS	12. SERIES (4): 301	13. FUNC.(2):	14. GRADE(2): 13	15. DATE (mm/dd/yyyy): 06/17/2004	16. I/A: <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name): M.D. Thrash
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th Office of Administrative Services
2nd Office of the AS for Fair Housing and Equal Opportunity	6th Resource Management Division
3rd General Deputy Assistant Secretary	7th
4th DAS for Operations and Management	8th

SUPERVISOR'S CERTIFICATION

I 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 out Government 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 appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE: Yolanda R. Byrd	20. DATE (mm/dd/yyyy): 1/30/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE: Paul T. Christian	23. DATE (mm/dd/yyyy): 2/2/04
21. SUPERVISOR'S NAME: Yolanda R. Byrd		24. SECOND LEVEL SUPERVISOR'S NAME: Paul T. Christian	
21a. SUPERVISOR'S TITLE: Director, Office of Administrative Services		24a. SECOND LEVEL SUPERVISOR'S TITLE: Director, Office of Management, Planning and Budget	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE: Marlene Thrash 30. DATE (mm/dd/yyyy): 8/20/2004

31. NAME: Marlene Thrash 31a. TITLE: Human Resources Specialist

32. REMARKS: GSSG Evaluation Attached 33. OPM CERTIFICATION NUMBER:

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A AC/D/IR	2. DEPT. CD/AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 15	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 341	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38) Administrative Officer (Dir. Resource)		
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1	7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD (1) N = No Y = Interdis.	10. DATE CLASS (mm/dd/yyyy) 06/17/2004	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary Blank = Foreign Svc. Blank = NA	12. INACT/ACT (1) 1 = Inactive A = Active	13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	15. AGCY. USE (10)		
16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt E	2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220	3 = SF278 4 = AD392 5 = SF849	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	O = Excepted but not A, B, C	4. POS. SENS (3) IN	0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LVL. (4) 9999		
6. WK. TITLE CD. (4)	7. WK. TITLE (38)								
8. ORG. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")									
1st	2nd	3rd	4th	5th	6th	7th	8th		
9. VAC. REV. CD. (1) 0 = Position Action A = No Change				B = Lower Grade C = Higher Grade				D = Different title and/or Series E = New Position/New FTE	
10. TARGET GC. (2)	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) Blank = NA Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)			14. BUS. CD. (4) 8888	15. DATE LAST AUDIT. (mm/dd/yyyy)	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (mm/dd/yyyy) 06/17/2004
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG					4 = Sup./Program 5 = RGEN 6 = Policy Analysis GEG			7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use	
19. DATE REQ. REC. (mm/dd/yyyy)			20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y Y = Perm N = Other				
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)									
Normal Act		Maintenance Review Act		Results					
1 = Desk Audit	2 = Sup. Audit	3 = Paper Rev.	4 = PME/Activity Rev.	5 = Desk Audit	6 = Sup. Audit	7 = Paper Rev.	8 = Panel Rev.		
3		3		1 = No Action Req.	2 = Minor PD Change	3 = New PD Req.	4 = Title Change		
				5 = Series Change	6 = Pos. Upgrade	7 = Pos. Downgrade	8 = New Pos.		
9 = Other									
23. DATE EMP. ASGN. (mm/dd/yyyy)	24. DATE ABOL. (mm/dd/yyyy)	25. INACT/ACT (1) 1 = Inact. 2 = Act.	26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY USE (8)		
30. CLASSIFIER'S SIGNATURE						31. DATE (mm/dd/yyyy)			
32. REMARKS									

OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY (FHEO)
Director, Human Resources Division (Administrative Officer), GS-0341-15

INTRODUCTION

This position is located in the Office of Fair Housing and Equal Opportunity, Office of the Deputy Assistant Secretary for Operations and Management, Office of Administrative Services, Human Resources Division. The Office of Administrative Services is responsible for personnel and administrative management services and labor/employee relations. The Division advises the Assistant Secretary for Fair Housing and Equal Opportunity on staffing implications of policy and legislative proposals. The incumbent reports to the Director of the Office of Administrative Services and serves as the Director of the Human Resources Division and Administrative Officer and is responsible for supervising Human Resources Division staff as well as performing various duties in the Division.

DUTIES AND RESPONSIBILITIES:

- A. Oversees the operations of the Human Resources Division with the Office of Administrative Services, including assisting with the development of administrative support goals and objectives to ensure consistency with Departmental goals, and serves as the expert on administrative support functions.
- B. Supervises and evaluates the work of the Management Analysts within the Human Resources Division.
- C. Advises the Director of the Office of Administrative Services, program managers, Deputy Assistant Secretaries, and top Fair Housing and Equal Opportunity staff on all aspects of personnel management and objectives including executive development, management training, career patterns and relationships, and the recruiting and selection of top supervisory staff. Provides authoritative guidance and advice to top-level Fair Housing and Equal Opportunity managers on controversial and very complex issues that require an understanding of immediate and long-term results or consequences.
- C. Develops and initiates plans for the effective implementation and adoption within Fair Housing and Equal Opportunity of all Departmental personnel policies, and directs the conduct of all activities with the Office of Human Resources and staff on personnel policies and personnel program matters.
- D. Develops employment ceilings and other controls to assure compliance with budgetary limitations and staff year policies of the Assistant Secretary for Fair Housing and Equal Opportunity with respect to sound business management and operating efficiency.
- E. Manages Fair Housing and Equal Opportunity Headquarters and Field Activities position and staff year allocations, position management and classification, job engineering, incentive awards, employee relations, performance appraisals, and adverse actions.
- F. Plans and directs the execution of a comprehensive management analysis program for all programs under Fair Housing and Equal Opportunity including organization planning, management studies, systems and work methods, issuances, delegations of authority, management improvement policies and programs, reports and forms management, the Privacy Act, and related administrative management activities. Develops the overall organizational structure of Fair Housing and Equal Opportunity and the distribution of functions in relation to program needs and available human resources, and makes recommendation concerning such organization and distribution of functions to senior management.
- F. Represents the Assistant Secretary for Fair Housing and Equal Opportunity on Departmental and Fair Housing and Equal Opportunity tasks forces and in meetings when Fair Housing and Equal Opportunity functions and responsibilities are involved.

G. Determines the need for delegations of authority to Fair Housing and Equal Opportunity officials (including changes in existing delegations) and ensures that appropriate action is taken to effect such delegations, including coordinating and consulting with principal staff of Fair Housing and Equal Opportunity and the Office of General Counsel.

H. Serves as or designates Fair Housing and Equal Opportunity's Issuances Management Officer and as such is responsible for all of the responsibilities of the Issuances Management Officer as set forth in HUD Handbook 000.2, Unified Issuances System.

I. Determines the need for specific management analysis studies and management surveys; advises and consults with Fair Housing and Equal Opportunity and other Departmental officials on survey needs, provides leadership and direction to staff performing such studies and surveys to ensure that accepted management principals, practices, theories, techniques, and methodology are utilized in their conduct and that sound conclusions and recommendations are utilized in their conduct and that sound conclusions and recommendations result from such studies and surveys; and provides advice and assistance to operating officials in implementing recommendations resulting from such studies and surveys.

J. Ensures that proposed Departmental issuances submitted for Fair Housing and Equal Opportunity concurrence are reviewed by appropriate operating officials; coordinates the comments received from such officials; reconciles or negotiates the resolution of conflicting views; and directs the preparation of official Fair Housing and Equal Opportunity comments for the Assistant Secretary.

K. Reviews and assess reports, analyses and recommendations regarding adverse information sent to the Division, as well as HUD Field and Regional Offices and directs debarment and suspension action for the Assistant Secretary's review and concurrence. Directs the preparation of a notice of final determination on receipt and review of a hearing officer's initial determination in debarment actions.

L. Provides instructions and technical guidance to Field personnel relating to restrictive administrative action; disseminates notice of such action to Field Offices and others as required for operational use.

M. Directs all activities regarding the Freedom of Information Act and delegated responsibilities of the Freedom of Information Officer.

N. Develops and manages or designates training efforts in Fair Housing and Equal Opportunity; coordinates activities with program offices; identifies training needs in Headquarters and coordinates with HUD Training Academy in identifying training needs in Field offices to ensure that training needs are met; plans and conducts evaluations of completed training programs to assess their adequacy, effectiveness and appropriateness.

O. Directs or designates necessary administrative services in the areas of space planning and utilization, property safety, parking and logistics support for all Fair Housing and Equal Opportunity elements.

P. Serves as Grievance Officer for FHEO with responsibility for receiving and monitoring grievances and designating deciding officials. Responsibilities also include assuring that the Labor Relations Branch receive copies of all grievances and decisions and reviews all decisions before they are finalized, providing copies of decisions to the grievant and the union representative, notifying the union of all meetings scheduled with the grievant, attending all meetings and assisting the deciding officials with the preparation of decisions.

FACTOR 1 - KNOWLEDGE REQUIRED

- Knowledge of OPM polices and procedures in all personnel functions.
- Masterly knowledge of Departmental policies and procedures in all personnel and administrative activities.
- Knowledge of FHEO programs and the organizational structure of Headquarters and Field Offices.
- Knowledge of Office of Administrative Services procedures.
- Expert analytical skills to research, gather, assemble, and identify program needs and the proper techniques for the completion of a task.
- Expert communication skills (oral and written).
- Professional skills to perform in a team concept environment.

FACTOR 2 - SUPERVISORY RELATIONSHIPS:

The incumbent operates under the broad policy guidelines of the Director, Budget and Administrative Support Division. Duties performed independently and with broad latitude for the exercise of judgment. Completed assignments are reviewed only to determine that results are consistent with basic policy.

The incumbent has immediate supervisory responsibility over those individuals that are responsible for the following tasks: Space and Facilities Management; Training Coordination; Personnel Management (Headquarters/Field Offices); and FHEO Directives Management functions.

FACTOR 3 - GUIDELINES

Guidelines include applicable personnel laws as stated by OPM, and Departmental policy statements that are broadly stated. The incumbent performs independent research using his/her own methodology in reaching finds and in recommending program and/or policy changes.

FACTOR 4 - COMPLEXITY

Assignments concern a broad scope of Human Resource issues and involve conformance with and the interpretation of policies and regulations, and solutions to existing problems or avoidance of potential problems.

FACTOR 5 - SCOPE AND EFFECT

The primary purpose of this position is to carry out in a professional manner personnel and administrative support functions for FHEO. This includes providing accurate, clear and concise information, advice and recommendations to the Assistant Secretary, the General Deputy Assistant Secretary, the Deputy Assistant Secretaries and managers within FHEO.

FACTOR 6 - PERSONAL CONTACTS

Personal contacts are with FHEO Headquarters/Field Officials and staff members, Office of Human Resources Officials and staff members and representatives outside the Department.

FACTOR 7 - PURPOSE OF CONTACTS

The purpose of the contacts is to provide advice and guidance to officials on controversial issues relating to human resources and administrative procedures.

FACTOR 8 - PHYSICAL DEMAND

The work is primarily sedentary, although some physical effort may be required.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an adequately lighted and climate controlled office.