

POSITION DESCRIPTION
COVER SHEET

REASON FOR THIS POSITION

1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>
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RECOMMENDED

4. TITLE Equal Opportunity Assistant	5. PAY PLAN (2) GS	6. SERIES (4) 361	7. GRADE (2) 07
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) Sharon Dolany	

OFFICIAL

10. TITLE Equal Opportunity Assistant						
11. PP (2) GS	12. SERIES (4) 361	13. FUNC.(2)	14. GRADE(2) 07	15. DATE (mm/dd/yyyy) 06/17/2004	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th Systemic Investigation Office
2nd Office of the AS for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Office of the DAS for Enforcement and Programs	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	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Jon L. Gant</i>	23. DATE (mm/dd/yyyy) 1 Feb 04
21. SUPERVISOR'S NAME Hope E. File		24. SECOND LEVEL SUPERVISOR'S NAME Jon L. Gant	
21a. SUPERVISOR'S TITLE Director, Systemic Investigation Office		24a. SECOND LEVEL SUPERVISOR'S TITLE Deputy Assistant Secretary for Enforcement and Programs	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-5	750	6. Personal Contacts	6-1	10	
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	7-2	50	
3. Guidelines	3-3	225	8. Physical Demands	8-1	5	
4. Complexity	4-3	150	9. Work Environment	9-1	5	
5. Scope and Effect	5-3	150	TOTAL POINTS		1470	
					GRADE	GS-7

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 <i>Marlene Thrash</i>	30. DATE (mm/dd/yyyy) 8/20/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) FPL (GS-7) Ref: OPM PCS for 361 dtd 11/80	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A A/C/D/VR	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 07	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 361		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6)		5. OFF. TITLE (38) Equal Opportunity Assistant			
6. HQ. FLD. CD (1) 2 1 = HQ 2 = FLD		7. SUP. CD. (1) 8 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) 06/16/2004	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = 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) N E = Exempt N = Nonexempt		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*)								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							
1st	2nd	3rd	4th	5th	6th	7th	8th								
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)		15. DATE LAST AUDIT. (mm/dd/yyyy)		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 06/16/2004	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGE 6 = Policy Analysis 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 = 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		5 = Desk Audit		1 = No Action Req.		5 = Series Change		9 = Other							
2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade									
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade									
4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change		8 = New Pos.									
23. DATE EMP. ASN. (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. ASN. SER. (4)		29. AGCY USE (8)			

30. CLASSIFIER'S SIGNATURE										31. DATE (mm/dd/yyyy)	
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32. REMARKS											
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**Systemic Investigations Office
Equal Opportunity Assistant
GS-361-7**

INTRODUCTION

This position is located in the Office of Fair Housing and Equal Opportunity (FHEO), General Deputy Assistant Secretary, Office of the Deputy Assistant Secretary for Enforcement and Programs, Systemic Investigation Office (Fort Worth, TX). The Systemic Investigations Office is responsible for identifying, coordinating, conciliation and otherwise managing the investigation of systemic complaints, Secretary-initiated investigations, complaints involving novel and/or complex issues and high profile complaints. The Systemic Investigations Office will also be responsible for the initiation of compliance reviews for recipients of federal financial assistance.

MAJOR DUTIES AND RESPONSIBILITIES

Receives, reviews, analyzes and prepares informational and statistical reports from computer stored data banks such as Title VIII Automated Paper list Office Systems (TEAPOTS) and other data base system tracking occupancy characteristics. Presents information and data in a form that will highlight problem areas and increase usability of the data.

- Conducts initial or front-end review of data being entered into the computer system to determine if information will meet the continuing needs of reports from the system. As necessary, recommends changes to the collection method or data collected to meet these needs.

Participates as a team member conducting interviews of complainants and potential complainants and in summarizing information obtained for housing discrimination complaints. Technical assistance is given to the general public; public officials; fair housing and civic groups; housing authorities; local governments and other recipients to provide information and to prevent problems.

Researches, evaluates and assembles information pertaining to the complaints under investigation. Drafts simple analyses, summaries, and compilations for meetings with clients or other HUD staff, or for preparation of correspondence, reports or other documents.

Assists in developing review reports, coordinates findings with other office team members and prepares recommendations regarding trends, data and correction of identified problems.

Conducts review and evaluation of assigned topics of a technical, administrative or program nature and drafts statistical or narrative reports for use as reference material by higher level staff members of supervisors at meetings or conferences. This may require

reference to statutes, regulations, administrative decisions, policy issuance materials and file materials of immediate office and other Department elements. Personal contacts with officials within the Regional and or the Department may also be required for background information.

Assists in the preparation of training for systemic investigations. Coordinates planning, scheduling reviews and devising reporting mechanisms to the Director.

Assist in drafting correspondence of a routine nature to respond to issues raised concerning systemic cases.

Performs technical and administrative work in support of the Office, such as, receiving calls and visitors; receiving and reviewing incoming mail; responds to requests for information; prepares travel requests; track travel funds and responsible for time and attendance.

FACTOR 1. KNOWLEDGE AND SKILLS REQUIRED

The position requires general knowledge of the following laws and implementing regulations.

Title VI of the Civil Rights Act of 1964

Title VIII of the Civil Rights Act of 1968, as amended.

Section 109 of the Housing and Community Development Act of 1974

Section 3 of the Housing and Urban Development Act of 1968

Executive Order 11246

Executive Order 11625

Executive Order 11063

Section 504 of the Rehabilitation Act of 1973

Knowledge and skill in performing periodic reviews, under close supervision, regarding alleged discriminatory housing practices.

Skill in fact finding and analysis to identify relevant information, related the information to a FHEO assigned problem, summarize information, and compare the facts to general principles or regulations.

Through knowledge of the English grammar, usage and style; detailed knowledge of the specialized vocabulary of the various FHEO programs.

Skill in operating work processing and microcomputer equipment and in developing database tracking and reporting systems on the personal computer.

Knowledge and skill in Department authorized general use computer programs and the ability to use additional general use programs as the Department prescribes.

Skill in analyzing and consolidating statistical reports

Skill in oral and written communication

FACTOR 2. SUPERVISORY CONTROLS

The supervisor makes assignments by defining overall objectives, priorities, and deadlines. The employee independently plans and carries out the work, handles problems and deviations in the work assignments in accordance with instruction policies, previous training or accepted practices in the occupation.

The employee works independently referring major or unusual problems to the supervisor for resolution. Overall review of work subject to supervisory control. Work is reviewed for technical accuracy and compliance with established rules and regulations.

FACTOR 3. GUIDELINES

Guidelines include Departmental Handbooks, Notices, administrative and court precedent decisions and policy statements. Guidelines are subject to continuous interpretation and revision as the result of court decisions, new legislation and administrative practices.

The position requires sound judgment in adapting policies to solve problems associated with evidence of systemic discrimination in housing or the effects of past discrimination.

FACTOR 4. COMPLEXITY

Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and in complete or conflicting data.

The employee is responsible for providing overall information on program activity to the Director and staff. This work involves planning, methodology and the ability to balance statistical data.

In identifying what needs to be done, the incumbent must have the ability to establish his/her own priorities to accomplish deadlines that must be met.

FACTOR 5. SCOPE AND EFFECT

Contact with other program offices and agencies on a regular basis to coordinate and plan systemic investigation activities. The purpose of the work assigned is to assist in determining how to eradicate discrimination in housing. The incumbent answer questions from clients and staff regarding complaint investigations and independently resolves a variety of problems and issues in doing the job and reporting to higher-level staff on issues of complexity outside of established criteria.

FACTOR 6. PERSONAL CONTACTS

Personal contacts are made with federal agency employees and other organizations engaged in different functions, missions and kinds of work. Communication among both headquarters and regional offices regarding coordination of investigation activities.

Contact is made in person, telephonically, through electronic mail to communicate with field and headquarters personnel.

FACTOR 7. PURPOSE OF CONTACTS

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes. Contacts with the general public are usually to provide information and assistance with regard to the Fair Housing Act and the housing discrimination process.

FACTOR 8. PHYSICAL DEMANDS

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required.

FACTOR 9. WORK ENVIRONMENT

The work involves normal risks associated with working in an adequately lighted and ventilated office. Travel is required.