

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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POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE Administrative Officer (Director, Office of Administrative Services)	5. PAY PLAN (2) GS	6. SERIES (4) 341	7. GRADE (2) 15
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional) <i>Standa Byrd</i>		

OFFICIAL

10. TITLE Administrative Officer (Director, Office of Administrative Services)						
11. PP (2) GS	12. SERIES (4) 341	13. FUNC.(2)	14. GRADE(2) 15	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

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
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 <i>Karen A. Newton</i>	20. DATE (mm/dd/yyyy) <i>1/2/04</i>	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Floyd O. May</i>	23. DATE (mm/dd/yyyy) <i>2/3/04</i>
21. SUPERVISOR'S NAME Karen A. Newton	24. SECOND LEVEL SUPERVISOR'S NAME Floyd O. May		
21a. SUPERVISOR'S TITLE Deputy Assistant Secretary for Operations and Management	24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary		

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 <i>Marlene Thrash</i>	30. DATE (mm/dd/yyyy) <i>8/20/04</i>
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 A/C/D/I/R	2. DEPT. CD/JAGCY-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. Office of			
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 1				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			12. INACT/ACT (1) 3 = Foreign Svc. Blank = NA 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)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)		(5)	(5)	(5)	(5)	(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		4. POS. SENS (3) O = Excepted but not A, B, C 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 No Vacancy 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 = RGEG 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 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev. 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev. 9 = Other 3 3 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.															
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, Office of Administrative Services, GS-15**

INTRODUCTION

This position is located in the Office of Fair Housing and Equal Opportunity (FHEO), Office of the Deputy Assistant Secretary for Operations and Management, Office of Administrative Services. The Office of Administrative Services is responsible for coordinating and providing human resources and management and administrative services for the organization. The Office services both Headquarters and the Field through administration of personnel services, employee training and technical assistance, and administrative support, including space management, telecommunications services, development and distribution of publications, and directives and forms management. The Office provides advisory and technical services to headquarter and field management and staff on issues involving personnel and/or organizational changes and other administrative related issues. The incumbent serves as an Office Director and is responsible for performing various duties in the Office.

DUTIES AND RESPONSIBILITIES:

Manages and supervises the activities of the Office of Administrative Services. The staff includes five professionals, (1) Management Analyst, GS-343-15 (Management Services), (1) Administrative Officer, GS-341-15, (1) Management Analyst (Training Officer), GS-343-14, (1) Management Analyst (Directives Management Officer), GS-343-13, (1) Management Analyst (Space Management Officer), GS-343-13, and (2) support staff (1) Administrative Support Assistant, GS-303-10 and (1) Clerk, GS-303-5.

Supervises a staff and manages other resources to achieve maximum efficiency and balance in utilizing the resources assigned. Plan work to be accomplished by subordinates, set and adjust short-term priorities and prepare schedules for completion of work. Assigns work to subordinates based on priorities of the office and ensures work is efficiently and effectively carried out. Evaluates work performance of subordinates, developing budget and administering and managing funds. Establishes goals, objectives and activities for the division. Responsible for identifying training needs and ensures the staff receive proper training. Also responsible for counseling, disciplinary actions, awards, merit staffing, reassignments, rotations, promotions, delegating responsibilities, and other actions.

Develops administrative support goals and objectives to ensure consistency with Departmental goals, and serves as the expert on administrative support functions.

Develops, establishes and implements an administrative operating mechanism for the full delivery of services, personnel oversight, training, and related matters.

Advises 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.

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.

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.

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.

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, training, 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.

Represents the Deputy Assistant Secretary and 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.

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.

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 both in Headquarters and the Field.

Attends staff meetings convened by the Deputy Assistant Secretary for Operations and Management.

Factor 1 – Knowledge Required

The Director must possess in-depth knowledge of a wide range of managerial techniques and human relations to be able to manage a staff effectively.

Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations.

Master of problem solving techniques and outstanding skill in interpreting laws, Executive Orders, regulations and court decisions.

Highly developed skill in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, in oral and written communication.

Knowledge of FHEO programs, goals and objectives, and the organizational structure of Headquarters and Field Offices.

Knowledge of OPM legal and regulatory principles, concepts, laws, and regulations governing all aspects of personnel functions.

Broad and comprehensive knowledge of training activities, including course development, monitoring, and setting up conferences.

Factor 2 – Supervisory Controls

The incumbent works under the supervision of the Deputy Assistant Secretary for Operations and Management responsible for the providing and coordinating human resources and management and administrative services for FHEO and is subject only to administrative and policy controls. The incumbent is responsible for independently planning, scheduling, interpreting policies, and carrying out work assignments concerned with the management and various administrative services (i.e., personnel services, space management, training, publications, directives and form management).

Completed assignments are reviewed in terms of the potential impact on policy objectives and program goals. Findings and recommendations are normally accepted without change and the work is technically authoritative.

Factor 3 – Guidelines

Guidelines include applicable personnel laws as stated by OPM, handbook on Departmental issuances and Departmental policy statements, which are broadly stated.

The incumbent performs independent research using his/her own methodology in reaching findings and in recommending program and/or policy changes.

The incumbent uses judgment and discretion in determining intent, and in interpreting applicable guidelines. The employee develops policy and guidelines, which may alter previous or current procedures. The employee is recognized as an expert in the development and interpretation of policy guidance.

Factor 4 – Complexity

Assignments concern a broad scope of human resource issues, administrative services, and involves conformance with and the interpretation of policies and regulations, and solutions to existing problems or avoidance of potential problems.

The employee must determine the nature and scope of the issues, which involves researching, gathering, and preparing findings and recommendations to management. Decisions made by the employee could be complicated by conflicting information received. Sources of data must be cross checked, analyzed, and interpreted by the employee to obtain accurate, relevant information.

Factor 5 – Scope and Effect

The primary purpose of this position is to carry out in a professional manner personnel functions, management and administrative services 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 both in Headquarters and the Field regarding all personnel and administrative issues.

The work involves identifying, and recommending solutions to critical problems affecting the attainment of the organization's program goals and objectives. Recommendations often lead to the realignment of functional responsibilities between offices within the organization or other offices, which have related functions. These results may also lead to disciplinary actions and/or changes in staff assignments.

Factor 6 – Personal Contacts

Personal contacts are with Human Resources representatives, representatives of private concerns, Headquarters and Field officials, managers in other organizations within HUD an other Federal agencies, state and local government, and GAO.

Factor 7 – Purpose of Contacts

The purpose of the contact is to consult on, negotiate, or settle complex and emotionally charged administrative issues, provides responses to questions regarding deficiencies in

performance, attendance, and other administrative issues. Many issues are strongly contested, but incumbent must maintain firmness, objectivity, maturity and a high degree of professionalism in bringing difficult issues to a reasonable and sound resolution.

Factor 8 – Physical Demands

The work is primarily sedentary, although some physical effort may be required. Work may require attending meetings or conferences for extended periods of time.

Factor 9 – Work Environment

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