

REASON FOR THIS POSITION

1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input checked="" type="checkbox"/> GR041701
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POSITION DESCRIPTION COVER SHEET

AS 2725

RECOMMENDED

4. TITLE Director, Office of Programs	5. PAY PLAN (2) GS	6. SERIES (4) 0340	7. GRADE (2) 15
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)		

OFFICIAL

10. TITLE Program Manager						
11. PP (2)	12. SERIES (4)	13. FUNC.(2)	14. GRADE(2)	15. DATE (mm/dd/yyyy)	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name)

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Housing and Urban Development	5th Office of Programs
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary 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 <i>Jon L. Gant</i>	20. DATE (mm/dd/yyyy) 1/15/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Jon L. Gant	24. SECOND LEVEL SUPERVISOR'S NAME Floyd O. May		
21a. SUPERVISOR'S TITLE Deputy Assistant Secretary for Enforcement and Programs	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	Level 1-8	1550	6. Personal Contacts	Level 6-4	----
2. Supervisory Controls	Level 2-5	650	7. Purpose of Contacts	Level 7-d	330
3. Guidelines	Level 3-5	650	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-6	450	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-6	450	TOTAL POINTS		4190
GS-15 point-to -grade range is 4055-up				GRADE	GS-15

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>Lewis C. Anderson</i>	30. DATE (mm/dd/yyyy) 07/13/04
31. NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist
32. REMARKS Ref Used: Program Management Series, GS-340; and Admin Analysis Grade Eval Guide	33. OPM CERTIFICATION NUMBER

DIRECTOR, OFFICE OF PROGRAMS, GS-340-15

INTRODUCTION

The incumbent serves as Director, Office of Programs and serves as principal advisor to the Deputy Assistant Secretary, on matters related to the Fair Housing Initiatives Program (FHIP) and the Fair Housing Assistance Program (FHAP) and civil rights compliance and civil rights related program requirements. The incumbent is responsible for awarding millions of dollars in grant programs under FHAP and FHIP. The incumbent is responsible for developing long range activities of HUD funded entities and ensuring that such activities are carried out in accordance with the Department's affirmative fair housing and equal opportunity obligations. The incumbent is further responsible for developing long-range strategies to ensure compliance with all civil rights authorities enforced by the Department. These authorities include, but are not limited to, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1978, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, Title II of the American with Disabilities Act, and Executive Order 11063.

DUTIES AND RESPONSIBILITIES

Directs and manages the activities of (2) two divisions: the Fair Housing Initiatives and Fair Housing Assistance Program Division (FHIP/FHAP), and the Program Standards Division. The staff includes two division directors, (1) Director, Fair Housing Initiatives Program Division, GS-301-15, (1) Director, Program Standards Division, GS-301-15, and (1) Staff Assistant, GS-303-8.

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. Resolves personnel related issues brought forth by subordinate supervisors.

Develops staff at all levels in terms of their technical and supervisory capabilities to ensure using their potential to the fullest extent toward achievement of the Office's mission.

Serves as the senior FHEO official directly responsible for the management and administration of the FHIP and FHAP in accordance to all Federal procurement statutes, circulars, and regulations, to include but not limited to the Federal Appropriation Laws, OMB Circulars A-11 and A-24 regarding budget formulation and execution; A-110, A-122, and A-133, regarding grants management and administration; and A-123 regarding management accountability and control.

Reviews proposed new program policies, regulations, and recommendations of all Fair Housing and Equal Opportunity Offices for consistency with overall FHEO policy.

Directs the development of standards, regulations, rules, guidelines and handbooks related to the implementation of civil rights related program requirements (CRRPRs) and the Department's affirmative civil rights and equal opportunity obligations. These issuances are effective nationwide and are applicable to HUD contractors, grantees, CDBG, and program recipients.

Coordinates strategic planning to assure that national issues are addressed in a consistent and appropriate manner. Serves on FHEO inter-office task force and Departmental committee efforts dealing with special planning or program development matters that cross-jurisdictional lines and which involve intra-departmental policy.

Analyzes existing and proposed HUD programs and policies, including legislative proposals, and recommends new or improved policies and program for affirmatively furthering fair housing.

Provides consultative and advisory services to other HUD program offices with respect to the civil rights implications of their various program activities. Is responsible for the development of guidance to FHEO field staff for implementation of new laws, i.e., the Quality Housing and Work Responsibility Act of 1998, and its implication on CRRPRs. Evaluates the performance of FHEO field staff on the implementation of the CRRPRs, i.e., the Civil Rights Front-End and Limited Monitoring Review Protocol.

Works with various offices and departments of different federal, state and local jurisdictions to resolve problems, findings or other issues and concerns related to the implementation of the programs under the Office's functions.

Represents the Department to members of the public in presentations on issues related to the relevant statutory authorities and conducts training on the requirements of those authorities. Serves on inter-governmental activities, including liaison with all national organizations and groups to provide policy guidance and ideas and to establish effective working relations where divergent viewpoints are involved or major conflict exists regarding the applicability of civil rights laws and authorities in national issues.

Prepares recommendations for substantive revisions to existing regulations and guidance concerning the relevant statutory authorities.

Prepares annual budgetary data and estimates for current and ensuing fiscal years, taking into consideration present and anticipated workload volumes and staff year requirements.

Formulates, coordinates, and participates in the implementation of training on the FHIP and FHAP programs and related matters for Headquarters and field staff.

Develops technical and data systems to improve program management for both enforcement and grant programs.

Develops and distributes Notices of Funding Availability, application kits, and policy guidance of the two funded programs, as well as, coordinator of grant completions to ensure that the goals and missions of such programs are appropriately met nationwide.

Establishes grants management standards for the field and coordinates the completion of grant activities in the fields to ensure that the goals and missions of such programs are appropriately met nationwide.

Develops, recommends and implements the standards, guidelines, and procedural and evaluative requirements pursuant of part 115 of HUD's regulations for certification of substantial equivalency status of state and local fair housing enforcement agencies and recommends, initiates and develops needed revisions to those regulations.

Develops procedures for conducting conferences authorized by the Substantial Equivalency regulation of the Department to provide state and local agencies an opportunity to present information concerning the granting, maintaining or withdrawal of certification.

Factor 1, Knowledge Required by the Position

Expert knowledge of laws, regulations and procedures governing grant programs.

Skill in evaluating programs of civil rights compliance in housing and to make an assessment of work activities and draw valid conclusions.

The Director must possess highly developed skill in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, in oral and written communication. Must possess skill in analyzing the causes and effects discrimination, and in formulating corrective actions.

The Director must possess in-depth knowledge of a wide range of managerial techniques and human relations to be able to manage effectively the staff resources of the jurisdiction's fair housing and equal opportunity programs.

Broad and in-depth knowledge of all housing, public housing and community development programs, particularly knowledge of the program requirements as related to FHEO. Based on this knowledge, recommends approval or disapproval of proposals for

agency-funded programs after technical evaluation of the proposal's compliance with fair housing and equal opportunity laws, regulations, and policies. Provides technical assistance to private developers, housing authorities, local governments and other recipients of, or applicants for, agency program funds to assist them in meeting the FHEO requirements of the program.

Factor 2. Supervisory Controls

Work is done under general supervision of the Deputy Assistant Secretary for Enforcement and Programs (DAS). The DAS provides guidance as to major departmental objectives, priorities and policies. The work is reviewed in terms of overall accomplishments, meeting of critical deadlines and compliance with objectives. It involves a high degree of independent judgment and although matters concerning substantive questions may be addressed with the Office. The incumbent functions independently on a project basis in planning and managing assignments, independently determining the proper scope of the project, the methods to be used to achieve the objective and discusses only unusual situations with the supervisor. Independent decisions regarding work priorities are normally reviewed prior to final action assuming consideration is given to overall requirements. The DAS relies on the technical expertise of the incumbent in assuring that overall goals and objectives of the Office are met. Findings and recommendations are normally accepted with out significant change.

Factor 3. Guidelines

Guidelines include departmental handbooks, notices, administrative and court decisions, federal, state, and local fair housing laws and regulations, grants management laws and regulations, and other program guidance and standards. The incumbent will be required to use judgment and ingenuity in applying these policies to solve issues arising regarding the tasks and responsibilities of the Office of Programs.

Factor 4. Complexity

The work involves performing complex reviews of fair housing laws and ordinances; developing detailed grants management and programmatic guidance to be used by the field offices; providing technical assistance on complex issues; developing budget allocations and writing budget justifications; identifying operational and programmatic issues and concerns; and, assisting in managing of staff including the resolution of complex staffing issues.

Factor 5. Scope and Effect

~~The purpose of the work is to manage a comprehensive national effort to maximize all programs and resources that can be directed towards ensuring that civil rights requirements are included in all HUD funded activities; ensure accurate and timely grants management activities are carried out; and, that state and local fair housing enforcement agencies are provided comprehensive assistance.~~