

OR THIS POSITION

IDENTICAL ADDITION TO THE
ESTABLISHED PD NUMBER (8)

3. REPLACES PD NUMBER (8)

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED

4. TITLE Director, Office of Policy and Legislative Initiatives	5. PAY PLAN (2) GS	6. SERIES (4) 0301	7. GRADE (2) 15
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8. WORKING TITLE (Optional) Director, Office of Policy & Legislative Initiatives	9. INCUMBENT (Optional) John Sheehy
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OFFICIAL

10. TITLE
Supervisory Policy & Legislative Initiatives Specialist

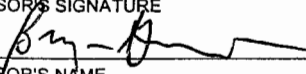
11. PP (2) GS	12. SERIES (4) 0301	13. FUNC.(2)	14. GRADE(2) 15	15. DATE (mm/dd/yyyy)	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) Lewis C. Anderson
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Department of Housing and Urban Development	5th Office of Policy and Legislative Initiatives
2nd Assistant Secretary for Fair Housing & Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary - Policy & Legislative Initiatives	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.

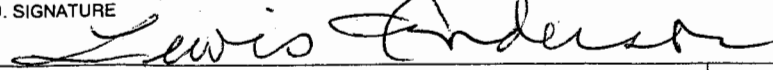
19. SUPERVISOR'S SIGNATURE 	20. DATE (mm/dd/yyyy) 2/6/2004	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Bryan Greene	24. SECOND LEVEL SUPERVISOR'S NAME Floyd O. May		
21a. SUPERVISOR'S TITLE Director, Office of Policy and Program Evaluation	24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary for FHEO		

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 	30. DATE (mm/dd/yyyy) 02/20/04
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31. NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist
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32. REMARKS See attach Eval Ref Used: Misc Ad & Prog Series, GS-301, TS-34, Jan 79; and GSSG, Ap&Ju 98	33. OPM CERTIFICATION NUMBER
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OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY
Office of Policy and Legislative Initiatives
Director, Office of Policy and Legislative Initiatives, GS-301-15

INTRODUCTION

This position is located in the Office of Fair Housing and Equal Opportunity, Office of the Deputy Assistant Secretary for Policy and Legislative Initiatives, Office of Policy and Legislative Initiatives. The Office formulates and clears FHEO policy and oversees the consistent and accurate communication of all fair housing policy within the Department, to Congress, to other Executive Branch offices and agencies and to the public. The Office formulates FHEO policy, coordinates the development of fair housing regulations, notices and other policy instruments, reviews and comments on all such measures originating from other offices for fair housing implications, and prepares policy statements for dissemination to the Congress, the press, public agencies and the general public.

The incumbent serves as a Office Director and is responsible for assessing the impact of current and proposed FHEO policies and programs, coordinating the activities of other federal departments and agencies with respect to enforcement and compliance issues including the responsibility to affirmatively further fair housing as per Section 808(d) of the Fair Housing Act and Executive Order 12259. The Director is also responsible for carrying out various voluntary compliance initiatives with housing industry organizations.

DUTIES AND RESPONSIBILITIES:

Manages and supervises the activities of the Office of Policy and Legislative Initiatives. The staff includes five professionals: (2) Program Analyst, GS-14, Program Analyst, GS-13, PMI, GS-9, Program Analyst, GS-7 and Secretary, GS-7.

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. Assign work to subordinates based on priorities of the office and ensures work is efficiently and effectively carried out. Evaluates work performance of subordinates, develops budget and administers and manages funds. Establishes goals, objectives and activities for the office. Responsible for identifying training needs and ensures that staff receives proper training. Also responsible for counseling, disciplinary actions, awards, merit staffing, reassignments, rotations, promotions, delegating responsibilities, and other actions.

Works with other HUD program offices, industry groups, and other agencies to develop and implement fair housing related initiatives, including the provision of technical assistance to industry stakeholders. The work includes developing and implementing agreements and initiatives, outside of HUD's enforcement role, that promote fair housing compliance or other federal civil rights statutes.

Coordinates the activities of other federal departments and agencies on enforcement and compliance issues including the responsibility to affirmatively further fair housing as per Section 808(d) of the Fair Housing Act and Executive Order 12259.

Identifies federal agencies that administer laws, activities, or programs that may promote, or may benefit from, HUD's fair housing mission (i.e., the Departments of Justice, Treasury, Education); negotiates agreements or other instruments that promote fair housing or other equal opportunity goals;

Identifies innovative opportunities to promote compliance with fair housing requirements in HUD programs; negotiates protocols, systems, other instruments that promote fair housing goals;

Identifies opportunities to work with stakeholders to achieve greater fair housing compliance in their respective industries; develops initiatives that further mission.

Provides technical assistance to the public (esp. builders, architects, developers, engineers) on the Fair Housing Act accessibility requirements. This includes grant-management activities on Fair Housing accessibility FIRST, a nationwide technical guidance project aiding multifamily housing developers and architects in complying with the accessibility provisions of the Fair Housing Act. Also provides regular technical assistance on the Fair Housing Act accessibility requirements to tax-credit developers who are responsible for most of the new affordable housing today.

Provides technical assistance to mixed-finance developments (entities that receive financing from a combination of sources: low income housing tax credits, HUD and/or USDA programs, state programs and private entities) on compliance with the variety of applicable fair housing laws.

Responsible for managing the development of civil rights enforcement and compliance policies and implementing regulations for all relevant civil rights laws and Executive Orders.

Manages oversight in the reviews of proposed HUD regulations, policies and programs for consistency with, and efficiency in achieving, the Department's civil rights obligations and objectives including affirmatively furthering fair housing.

Develops systems evaluation of existing HUD programs as to their consistency with and efficiency in achieving, the Department's civil rights obligations and objectives including affirmatively furthering fair housing.

Serves as liaison and contact person with the Office of Policy Department and Research in the design and implementation of in-depth, long-term

studies on matters related to the Department's civil rights obligations and objectives.

Reviews and analyzes proposed legislation, task force reports, and other working papers on new initiatives being planned by entities within FHEO and other HUD program areas for their impact on the Department's civil rights obligations and objectives, including the objective to affirmatively further fair housing.

Reviews contracts and proposals (solicited and unsolicited) from private organizations related to the collection and reporting of demographic and other data necessary for reports to the Congress and the general public and makes appropriate recommendations to the Deputy Assistant Secretary.

Serves as the general liaison to housing industry associates such as the National Association of Realtors, National Association of Home Builders, National Multi Housing Council, National Association of Hispanic Real Estate Professionals, and the National Association of Asian American Real Estate Professionals. Responsibilities include providing technical guidance on fair housing matters to the membership of housing-industry associations and negotiating and implementing all instruments that effectuate that purpose.

FACTOR 1. Knowledge Required by the Position.

Mastery knowledge of advanced management and organizational functions, processes, principles, methods and procedures used to gather, analyze and evaluate information concerning management/program organizational operations.

Ability to conduct studies (concurrently or in sequence) that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignment delegations of authority,

management controls, information and documentation systems, and similar functions.

Expert knowledge of Fair Housing civil-rights principles, including familiarity with relevant laws, legal theories, sociological implications, and history of the field; broad knowledge of the Federal, State and local government administrative processes by which civil rights laws are implemented; and skill in developing significant new knowledge through independent research.

Ability to develop innovative techniques and methodologies to be used by Headquarters and field staff to accomplish expeditious processing of complaints and comprehensive and analytical reviews. Provides continuous technical assistance to other staff members.

Outstanding skill and ability in applying the knowledge to deal with the complex questions relating to the administration of the numerous and varies civil rights mandates administered by the Assistant Secretary of FHEO.

Expert skill in fact finding, analysis, research, problem solving, writing and consulting to identify problems and recommend new and creative solutions.

Comprehensive knowledge of laws affecting HUD programs including an understanding of the underlying principles related to their enforcement.

Broad knowledge and expert skill sufficient to plan organize and direct national program/projects necessary to reduce discrimination in housing.

~~Manifested ability to provide guidance and technical assistance to lower level staff as required in their implementation of diverse and complex assignments related to the fair housing program.~~

A high level of analytical skill in order to recognize and define complex problems and generate innovative alternatives.

Ability to represent agency interests, and the interests of the organizations' senior managers, in meetings and negotiations with Departmental program offices, federal agencies, and outside stakeholders.

Ability to identify opportunities to further fair housing mission through coordination with Departmental program offices, federal agencies, and outside stakeholders.

Skill in preparing well written, critical analyses, memoranda and reports that clearly support recommendations and conclusions. The incumbent has the ability to edit and rewrite documents that contain complex, technical ideas for work products requiring clear, plain written language.

Ability to communicate effectively, orally and in writing with audiences inside and outside the federal government.

FACTOR 2, SUPERVISORY CONTROLS

The incumbent works under the general supervision of the Deputy Assistant Secretary. Assignments are in terms of broadly stated objectives or goals to be achieved, and the incumbent must perform all duties with minimal supervision. Under the general direction and guidance of the Deputy Assistant Secretary, the incumbent independently plans, designs and carries out his/her activities selecting his/her own methods and defining the scope of the assignments. Work results are accepted as technically authoritative and review is minimal in terms of goal objectives, programs and policy. Policy recommendations are reviewed in terms of overall departmental goals, objectives and policies. The incumbent functions independently 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. The incumbent is subject only to administrative and policy direction concerning overall project priorities and objectives.

FACTOR 3, GUIDELINES

Guidelines are broadly-stated, nonspecific, and the incumbent must demonstrate initiative in proposing projects and identifying ways to further fair housing, working with other program areas, federal agencies, and outside stakeholders. Incumbent performs independent research using his/her own methodology in reaching his/her finding and in recommending programs and/or policy changes. Incumbent uses a high degree of judgment and ingenuity in applying general guidelines to produce new knowledge, insight, and benefits on fair housing issues. The incumbent must identify, collect and analyze information, draw conclusions and make recommendations that will affect the administrative enforcement of federal fair housing laws on a nationwide basis.

FACTOR 4, COMPLEXITY

Assignments are to plan, direct and conduct broad studies, analyze and recommend decisions on highly complex and broad fair housing problems of a fundamental or precedent setting nature. Generally the problems dealt with involve a unique combination of facts, conditions and issues.

Incumbent must interact with key HUD officials in Headquarters and the Field, and must plan, and direct assignments that involve highly complex and nationwide issues of a fundamental or precedent setting nature. In many instances, the problems involve a unique combination of facts, conditions and issues. Decisions regarding what needs to be done must be made in the context of ambiguous and complicated conditions resulting from conflicts in laws, policies being enforced.

The incumbent must direct and conduct his/her work assignments and recommend decisions on highly complex and broad problems. In many instances the problems involve a unique combination of fact, conditions and issues, which may have a major precedent-setting effect in the area of Fair Housing and Equal Opportunity. They require an in-depth analysis of civil rights laws and authorities and involve multiple, complex and interrelated issues. The incumbent is called upon to determine the nature and scope of the problem, its cause and the appropriate Departmental response.

FACTOR 5, SCOPE AND EFFECT

The incumbent's work results in the development of new knowledge and procedures in the field of Fair Housing and Equal Opportunity and the recommendation/development of intra-Departmental and interagency protocols and stakeholder recommendations based on this knowledge. The result of the incumbent's work affects the formulation of policy and the direction for further action or study. Completion of assignments is vital to the Department's fair housing mission, which particularly affect the fair housing practices of Federal, State, and local governmental, and public and private organizations and institutions across the nation. The incumbent analyzes and evaluates major policy aspects of the fair housing program and identifies ways to resolve problems that directly affect the accomplishment of principal program goals. Recommendations resulting from management studies involve highly sensitive programs and policy matters and may have an impact on several offices.

FACTOR 6, PERSONAL CONTACT

Personal contacts are with Department of Justice, Fannie Mae, Freddie Mac, Department of Justice, National Association of Realtors, National Association of Home Builders, National MultiHousing Council, National Association of Real Estate Brokers, National Association of Hispanic Real Estate Professionals, National Association of Asian American Real Estate

Professionals. Other contacts are with high-level officials inside and outside of the Department, other federal agency officials, key officials of state and local governments, fair housing leaders throughout the country, housing industry groups, attorney's, real estate professionals, real estate and mortgage lending professionals, special interest groups civil rights groups and other organizations. There are no rules or set guidelines for these contacts and each is different and dependent upon the purpose of the contact.

FACTOR 7, PURPOSE OF CONTACTS

The purpose of the contacts is to negotiate or conciliate resolutions to highly controversial or major issues, or to communicate, justify or defend decisions on major controversial issues. The purpose is to also discuss and work out solutions to systemic problems. Contact may also be made to interview persons and discuss issues or programs to obtain information and opinions from individuals or representatives of public and private organizations having substantial interest in fair housing issues.

FACTOR 8, PHYSICAL DEMAND

Most work is primarily sedentary. Work sometimes requires participation in meetings and negotiation sessions for long period of time. The duties are frequently performed under stringent time constraints. Extended and frequent travel may also be required.

FACTOR 9, WORK ENVIRONMENT

Work is in an office that is properly heated and ventilated, and in a safe and comfortable work area.