

POSITION DESCRIPTION  
COVER SHEET

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 type="checkbox"/>

RECOMMENDED

4. TITLE Director, Program Standards and Compliance Division	5. PAY PLAN (2) GS	6. SERIES (4) 0343	7. GRADE (2) 15
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) Pamela Walsh	

OFFICIAL

10. TITLE Supervisory Program Analyst						
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 Program Standards and Compliance Division
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	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Jon L. Gant</i>	23. DATE (mm/dd/yyyy) 1/23/04
21. SUPERVISOR'S NAME Director, Office of Programs		24. SECOND LEVEL SUPERVISOR'S NAME Jon L. Gant	
21a. SUPERVISOR'S TITLE		24a. SECOND LEVEL SUPERVISOR'S TITLE	

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		

See attached GSSG classification evaluation

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>Lewis C. Anderson</i>	30. DATE (mm/dd/yyyy)
31. NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist
32. REMARKS	33. OPM CERTIFICATION NUMBER

**Office of Programs**  
**Program Standards and Compliance Division**  
**Director**  
**GS-343-15**

**INTRODUCTION**

The incumbent serves as the Director of the Program Standards and Compliance Division, Office of Programs. The mission of the Program Standards and Compliance Division is to provide cross-program standards for the Department's Civil Rights mission. It is responsible for the coordination of the civil rights related program requirements for HUD programs that are covered by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 109 of Title 1 of the Housing and Community Development Act of 1974. The Division provides on-going training and technical assistance to HUD program offices and partners in developing tools to further non-discrimination and fair housing in their programs and/or activities. In order to ensure consistent and effective compliance, the Division also engages in a wide variety of activities, including the development of or review of regulations, policies, and compliance standards and procedures.

**DUTIES AND RESPONSIBILITIES**

Manages and supervises the activities of the Programs Standards and Compliance Division. The staff includes four professional Program Analyst, GS-343-14, and one trainee Program Analyst, GS-343-9(FPL = GS-12)

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.

Acting as principal advisor to the Office Director on cross-program civil rights and fair housing requirement and issues (i.e., site and neighborhood standards, nondiscrimination, affirmative fair housing marketing plan, affirmatively furthering fair housing).

Directing the development of standards, regulations, guidelines, and handbooks related to the implementation of civil rights related program requirements and the Department's affirmative civil rights and equal opportunity obligations-these issuances are effective nationwide and are applicable to HUD contractors, grantees, Community Development Block Grant, and other program recipients.

Analyzing existing and proposed HUD programs and policies, including legislative proposals and recommends new or improved policies and program affirmative furthering fair housing

Assisting in strategic planning activities (Annual Performance Plan, Management Plan, etc.) to assure that national issues are addressed consistently and appropriately.

Directing the consultative and advisory services to the HUD and FHEO program offices with respect to the civil rights implications of their various program activities.

Representing the Office Director in meetings, conferences/seminars, and training on issues related to the responsibilities of the Office.

Directing the development of training materials and the implementation of training programs for headquarters and field staff, as well as regional and national fair housing conferences.

Developing technical systems to improve program management for the Programs Standards and Compliance Division.

Assisting the Office Director in developing strategies for the Office as needed for personnel, staffing space needs, equipment needs, and other programmatic needs of the Office.

Serving as Acting Office Director in the Director's absence.

### **Factor 1. Knowledge Required by the Position**

A mastery knowledge of the principles and concepts of the field of fair housing and equal opportunity, including a thorough knowledge of the relevant laws, the history of fair housing and civil rights, a thorough knowledge of grants management, rules, and requirements/procedures, and a good knowledge of budget development and preparation.

Mastery knowledge of basic laws, rules, regulations and statutes prohibiting discrimination in housing, employment, and business opportunities as related to the requirements of FHEO.

The incumbent must know how to operate information systems. Knowledge of Word must be thorough; a good working knowledge of Excel, and/or ACCESS is acceptable.

Skill in fact finding, analysis, problem solving, writing, and consulting to identify, recommend, review, and negotiate resolutions of complex issues.

Ability to evaluate new legislation, recommend a course of action and write procedures governing civil rights programs.

Expert knowledge in evaluating programs of civil rights compliance in housing to make an assessment of work activities and to draw valid conclusions. Communicate with various departmental organizational components, federal, state and local governments of findings.

## **Factor 2. Supervisory Controls**

Work is done under minimal supervision of the Office Director. The Office Director 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 Office Director relies on the technical expertise of the incumbent in assuring that overall goals and objectives of the Office are met.

## **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.

Carrying out the purpose of the work results in the Department's implementation of programs that include civil rights requirements; efficient use of federal funds by the Office's fair housing partners which by itself assists the Department in affirmatively furthering fair housing throughout the United States; and enhancing the Department's ability to ensure consistent enforcement of fair housing laws in the United States. It also increases awareness by persons residing in the United States of their rights under the federal Fair Housing Act as well as the fair housing laws of substantially equivalent state and local agencies.

#### **Factor 6. Personal Contacts**

Personal contacts are with high-level managers, middle managers, supervisors and staff officials throughout the federal government, key officials of state and local governments, fair housing leaders throughout the country, housing industry groups, attorneys, real estate professionals, real estate and mortgage lending professionals, special interest groups, civil rights and equal opportunity groups, and other profit and nonprofit groups and organizations.

#### **Factor 7. Purpose of Contacts**

The purpose of the contacts is to identify, discuss, and, as required, develop issues or programs relative to fair housing enforcement and other activities which affirmatively further fair housing. The contacts also provide information and materials necessary to assist the Office in carrying out its various roles and responsibilities. Contacts may also cooperate with the Department in handling fair housing act violations and they may also allow the utilization of staff, equipment and other resources.

#### **Factor 8. Physical Demands**

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required; however, incumbent will be required to carry files and be able to participate in meetings sometimes away from the building. The incumbent will also be required to travel and make presentations, in some instances, before large groups of people.

#### **Factor 9. Work Environment**

The work involves normal risks associated with working in an adequately lighted and ventilated office. The work involves working in close proximity with staff where the noise level is normal in most instances.