

**REASON FOR THIS POSITION**

1. NEW  2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8)  3. REPLACES PD NUMBER (8)

**POSITION DESCRIPTION COVER SHEET**

**RECOMMENDED**

4. TITLE: Education & Outreach Specialist

5. PAY PLAN (2): GS

6. SERIES (4): 301

7. GRADE (2): 05

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional):

**OFFICIAL**

10. TITLE: Education & Outreach Specialist

11. PP (2): GS	12. SERIES (4): 301	13. FUNC.(2):	14. GRADE(2): 05	15. DATE (mm/dd/yyyy): 08/24/2004	16. I/A: <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name): M.D. Thrash
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**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st U.S. Department of Housing and Urban Development	5th Immediate Office
2nd A/S for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Regional Office of FHEO	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>Floyd O. May</i>	20. DATE (mm/dd/yyyy): 2/6/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE:	23. DATE (mm/dd/yyyy):
21. SUPERVISOR'S NAME: Floyd O. May	24. SECOND LEVEL SUPERVISOR'S NAME: Carolyn Peoples		
21a. SUPERVISOR'S TITLE: General Deputy Assistant Secretary for FHEO	24a. SECOND LEVEL SUPERVISOR'S TITLE: Assistant Secretary for FHEO		

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-5	750	6. Personal Contacts			
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	1A	30	
3. Guidelines	3-1	25	8. Physical Demands	8-1	5	
4. Complexity	4-2	75	9. Work Environment	9-1	5	
5. Scope and Effect	5-1	25	TOTAL POINTS		1040	
					GRADE	GS-5

**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): 8-24-2004
31. NAME: Marlene Thrash	31a. TITLE: Human Resources Specialist
32. REMARKS: FLSA (Nonexempt) FPL (GS-12) REF: Primary Standard	33. OPM CERTIFICATION NUMBER:

# MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A   AC/D/IR	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 05	6. IP NUMBER (8)
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## B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 301	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38) Education & Outreach Specialist			
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 2		7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 8		8. CLASS. STD. CD. (1) 5 = Mgmt. CSRA 8 = Leader LGEG 8 = All Others X = New Std. Applied Blank = NA		9. INTERDIS. CD (1) N = No Y = Interdis.	10. DATE CLASS (mm/dd/yyyy) 8/24/2004
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)							
17. INTERDIS. TITLE CD. (50)							
(5)      (5)      (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*)									
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)	15. DATE LAST AUDIT. (mm/dd/yyyy)	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (mm/dd/yyyy) 08/24/2004
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis GEG 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 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other			
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**  
**Office of the Regional Director**  
**Education and Outreach Specialist Trainee, GS-5**

**Introduction**

This position is located in the Office of Fair Housing and Equal Opportunity, Office of the Regional Director. The incumbent serves as one of seven Education and Outreach Specialist Trainee and performs a wide variety of assignments involving fair housing education and outreach programs. The incumbent is involved with activities designed to increase public awareness of prohibited housing discrimination and how HUD combats it. The incumbent assists with coordinating Regional FHEO activities for Fair Housing Month and the dissemination of all fair housing materials for the Region.

The Regional Director has basic knowledge of the Department's programs related to the education and outreach of civil rights and fair housing and equal opportunity programs administered by the Office of Fair Housing and Equal Opportunity including those under Title VIII of the Civil Rights Act of 1968, as amended, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation act of 1973; the Americans with Disabilities Act, the Age Discrimination Act and relevant Executive Orders and Executive Orders in his/her geographical area.

**Duties and Responsibilities:**

Works with Equal Opportunity Specialists to become familiar with the fair housing discrimination complaint process to get a better understand of fair housing programs.

Gather and assemble pamphlets, fact sheets, and other fair housing materials for the National Fair Housing Month for the Region and mandate the booth.

Attends various fair housing activities along with the Director or other staff member to provide support in disseminating information relating to fair housing.

Assist the Senior Outreach Specialist with coordinating education and outreach materials for the Region's website.

Maintains a database of education and outreach contacts.

**Factor 1- Knowledge Required by the Position:**

Skill in the use of computer systems and technology.

Basic ability to assemble and analogize non-complex facts and draw conclusions.

Basic skill in presenting findings and recommendations both orally and in writing.

A general knowledge of the laws, regulations, and procedures that govern civil rights and equal opportunity in housing.

Ability to work with others on major initiatives.

Basic knowledge in fact-finding, analysis, research, skill in identifying problems, solving problems, and recommending solutions.

Skill in the use of computer systems and technology.

**Factor 2 - Supervisory Controls:**

The incumbent serves under the direct supervision of the Regional Director. The Director indicates what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The Director advises on the more involved technical implications and spot checks work in progress. Completed work is reviewed by the Director assuring methods used are technically accurate and in compliance with instructions or established procedures.

**Factor 3 - Guidelines:**

Specific guidelines are provided, which include applicable Federal and State and local laws and Departmental policies relating to fair housing and equal opportunity and investigation and conciliation manuals.

**Factor 4 - Complexity:**

The assignments involve varied duties relating to education and outreach, which require the incumbent to use many different and unrelated process and methods. Decisions regarding what needs to be done include major areas of uncertainty in approach.

**Factor 5 - Scope and Effect:**

Assignments are designed to provide an opportunity to participate in and observe senior staff members in developing and implementing education and outreach information for release to the public and to broaden and strengthen experiences in preparation for higher-level duties and responsibilities.

**Factor 6 - Personal Contacts:**

The contacts include Equal Opportunity Specialists, Senior Outreach Specialist, Managers, and professionals within the Department up to the Office Director level.

**Factor 7 – Purpose of Contacts:**

The purpose is to expose the trainee to all aspects of the fair housing discrimination complaint process as well as provide training, development, planning and execution of education and outreach activities.

**Factor 8 – Physical Demand:**

The duties are sometimes performed under stringent time restraints

**Factor 9 – Work Environment:**

Work is generally performed in offices, and in safe and comfortable work areas.