

**POSITION DESCRIPTION
COVER SHEET**

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"/>

RECOMMENDED

4. TITLE Education & Outreach Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 301	7. GRADE (2) 09
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) Anne O'Loughlin, Ronaldlyn Latham	

OFFICIAL

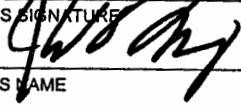
10. TITLE Education & Outreach Specialist						
11. PP (2) GS	12. SERIES (4) 301	13. FUNC.(2)	14. GRADE(2) 09	15. DATE (mm/dd/yyyy) 08/24/2004	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash

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.

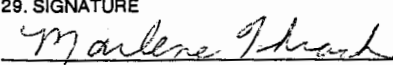
19. SUPERVISOR'S SIGNATURE 	20. DATE (mm/dd/yyyy) 2/16/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Floyd O. May	24. SECOND LEVEL SUPERVISOR'S NAME Carolyn Peoples		
21a. SUPERVISOR'S TITLE General Deputy Assistant Secretary for FHEO	24a. SECOND LEVEL SUPERVISOR'S TITLE Assistant Secretary for FHEO		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-6	950	6. Personal Contacts		
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	2B	75
3. Guidelines	3-3	275	8. Physical Demands	8-1	5
4. Complexity	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-3	150	TOTAL POINTS		1885
GRADE					GS-9

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) 8-24-2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) 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 A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 09	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) 2 = FLD		7. SUP. CD. (1) 8		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) 8/24/2004		
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT/ACT (1) 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		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")								9. VAC. REV. CD. (1)																			
1st	2nd	3rd	4th	5th	6th	7th	8th	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) 11 0010 001		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 = RGE 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				Maintenance Review Act				Results				5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.				9 = Other											
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.				1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change																			
3								3																			
23. DATE EMP. ASN. (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. ASN. 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, GS-9

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 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 assist with coordinating Regional FHEO press activities for Fair Housing Month, the dissemination of all fair housing materials for the Region, and may assist the Government Technical Representative with specialized outreach and education activities.

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 Regulations.

Duties and Responsibilities:

Prepare information relating to fair housing programs, objectives and functions for dissemination to affected communities.

Assist with providing technical assistance and training on fair housing issues.

Assemble information data to assist the Director in preparing to conduct special studies of the public's awareness of HUD's fair housing enforcement function in the Region.

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

Confers with HUD's Office of Public Affairs and other organizations, which have the same or similar functions involving education and outreach to the public

Draft memoranda, briefing papers and other written materials pertaining the Office for dissemination to the public.

Respond to general inquiries from the public relating to fair housing issues.

Assist the Director in preparing for meetings with local officials, organizations, and community groups for the purpose of finding way to reverse/eliminate patterns and practices of fair housing complaints.

Assist in the preparation of background information and supporting documents for use in the preparation of proposed guidance and materials. Participated in the development of program and technical policies, procedures and standards relating to programs of the office.

Factor 1- Knowledge Required by the Position:

Basic knowledge of the laws, regulations, procedures, and policies governing fair housing programs and an operational knowledge of HUD programs and their relationship to FHEO.

Ability to assemble and analyze complex and non-complex facts and draw conclusions.

Skill in presenting oral findings and recommendations in order to resolve issues both internally and externally.

Basic knowledge of all housing; this includes public housing and housing for persons with disabilities in order to identify the areas where more/or better education and outreach is needed.

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

Skill in preparing written communications.

Factor 2 - Supervisory Controls:

The incumbent works under the general supervision of the Regional Director. The Director assigns specific projects in terms of issues and sets deadlines for completing the work. The incumbent is responsible for independently carrying out assignments in conformance with the broad range programs identified by the Headquarters Office of Education and Outreach determining the methods and techniques to use. Work is reviewed in progress and upon completion by the Director for technical adequacy and completeness, conformity to policy and feasibility of recommendations.

Factor 3 – Guidelines:

Guidelines include applicable laws, and Departmental policies relating to the release of information to the general public, public and private industry groups, other government entities and community organizations. A variety of administrative regulations and procedural guidelines are used to accomplish assignment. In some instances the

employee must use judgment in researching the guidelines and determining the most effective approach.

Factor 4 – Complexity:

The various assignments require gathering, reviewing and analyzing various data using established analytical methods, principles, and procedures. Reviewing marketing and/or education outreach materials for dissemination to the public.

Factor 5 – Scope and Effect:

The purpose of the work is to help stakeholders and affected specialized groups understand fair housing programs, policies and functions of the Department, and to gain their cooperation in adopting the Office's recommended practices for decreasing fair housing complaints.

Factor 6 – Personal Contacts:

The contacts include individuals within the Department and officials, managers, and professionals up to the Office Director level. The incumbent may be asked to participate in meetings with principal staff advising them on education and outreach activities.

Contacts may also include individuals in other Federal, State, and local government agencies, grantees, advocacy groups, and individuals in the real estate industry.

Factor 7 – Purpose of Contacts:

The purpose is to promote education regarding housing discrimination and the legal vehicles and authorities available to challenge and eliminate the discrimination.

The incumbent meets as needed with officials to discuss ways and plans to devise new campaigns for promoting fair housing education.

Factor 8 – Physical Demand:

Work sometimes requires participation in meetings and planning sessions that can be for long periods of time or occur impromptu. 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.