

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"/>

POSITION DESCRIPTION COVER SHEET

RECOMMENDED		5. PAY PLAN (2) GS	6. SERIES (4) 343	7. GRADE (2) 13
4. TITLE Program Analyst			9. INCUMBENT (Optional) Florentine Calabia	
8. WORKING TITLE (Optional)				

OFFICIAL						
10. TITLE Program Analyst						
11. PP (2) GS	12. SERIES (4) 343	13. FUNC. (2)	14. GRADE(2) 13	15. DATE (mm/dd/yyyy) 08/24/2004	16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name)

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st U.S 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 A/S -Policy and 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) 8/6/2004	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	1-8	1550	6. Personal Contacts			
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	3C	180	
3. Guidelines	3-4	450	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-4	225	TOTAL POINTS		3190	
					GRADE	GS-13

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) Ref: Administrative Analysis Grade Evaluation Guide	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A	2. DEPT. CD/AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 13	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 343		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6)		5. OFF. TITLE (38) Program Analyst	
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1		7. SUP. CD. (1) 8		3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		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)	
17. INTERDIS. TITLE CD. (50)									
(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) 0 = Position Action A = No Change								B = Lower Grade C = Higher Grade D = Different title and/or Series E = New Position/New FTE																	
1st		2nd		3rd		4th		5th		6th		7th		8th																			
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) 8/24/2004																		
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 N = Other																	
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																																	
Normal Act				Maintenance Review Act				Results																									
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		5 = Series Change		6 = Pos. Upgrade		7 = Pos. Downgrade		8 = New Pos.		9 = Other	
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 Policy and Legislative Initiatives
Program Analyst, GS-343-13

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 Program Analyst 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 incumbent is also responsible for carrying out various voluntary compliance initiatives with housing industry organizations.

DUTIES AND RESPONSIBILITIES:

Assists in coordinating 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;

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

Works with stakeholders to achieve greater fair housing compliance in their respective industries; and develops initiatives that further mission.

Provides technical assistance to the public (especially builders, architects, developers, engineers) on the Fair Housing Act accessibility requirements and provides regular technical assistance on the Fair Housing Act accessibility requirements to tax-credit developers;

Develops civil rights enforcement and compliance policies and implementing regulations for all relevant civil rights laws and Executive Orders.

Provides 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.

Assist in developing system 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.

Coordinates 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.

May leads teams of lower-level staff on various fair housing projects.

Represents FHEO in interagency meetings or on interagency task forces that are assigned to the Office.

FACTOR 1, KNOWLEDGE AND SKILLS REQUIRED FOR THE POSITION

Expert knowledge of how the three branches of the federal government operate to establish and implement public policy.

Working knowledge of all FHEO programs and the operation of FHEO programs at the Regional and Field Office level.

Exceptional skill in fact-finding, analysis, formulating and presenting recommendations, and negotiating resolutions of complex issues.

Demonstrated skill in preparing well-written, critical analyses, memoranda and reports, which 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.

Broad knowledge of 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 demonstrated skill in developing significant new knowledge through independent research.

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

Ability to work independently on projects once they have been assigned, and to independently pursue tangential lines of inquiry and research, as necessary to complete the project.

Skill and ability in dealing with the complex questions relating to the administration of the numerous and various civil rights mandates administered by the Assistant Secretary of FHEO.

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

Ability to work on great pressure, and manage several difficult tasks concurrently.

FACTOR 2, SUPERVISORY CONTROLS

The incumbent works under the general supervision of the Office Director. The incumbent is expected to show initiative when planning and carrying out assignments, resolving most conflicts and obstacles and coordinating the work with others as necessary. The incumbent keeps the Office Director informed of progress and of matters, which have potentially controversial or important implications.

The incumbent discusses assignments with the Division Director only after determining how the assignment is to be completed. The supervisor will provide the guidance concerning the effect of any new policies and procedures or unprecedented situations on the assignment or incumbent's plan to complete it. Completed work is reviewed for achievement of objectives and compliance with general instructions. Results are expected to be technically correct.

FACTOR 3, GUIDELINES

Guidelines for performing the work will be of a limited and general nature. The incumbent is expected to use initiative and resourcefulness in choice methods for researching assignments.

Guidelines include applicable laws, Departmental directives, directives of other Departments and agencies, precedent-setting federal and state court decisions, and pertinent reference and regulatory materials.

The incumbent is expected to exercise sound judgment when analyzing complex, interrelated information, and applying the appropriate legal or administrative principles. Considerable initiative and judgment is required when making decisions on complex issues that could determine the scope and direction of an activity.

FACTOR 4, COMPLEXITY

Assignments typically involve complex and sensitive matters requiring thorough and careful analysis and discretion when discussing them with persons outside the Office.

The work requires frequent decision-making on such things as interpreting considerable quantities of data, planning the work and refining the methods and techniques to be used. Decisions regarding work assignments involve anticipating unusual circumstances, using alternative approaches, working with incomplete or conflicting data, coping with major areas of uncertainty when defining the scope of the assignment, defining very complex terms, determining applicable precedents, and determining the most effective approach to a typically very large number of interrelated facts, including many disputed and ambiguous ones.

The overall solution to a problem typically requires solving a series of complex subordinate ones involving understanding how furthering fair housing is to be achieved.

FACTOR 5, SCOPE AND EFFECT

The scope and effect of the work is to achieve new and unprecedented levels of cooperation and compliance with fair housing and fair lending laws and executive orders to further fair housing throughout the nation and to demonstrate more effective ways to ameliorate discrimination and patterns of segregation, and the other social problems they cause or exacerbate.

FACTOR 6, PERSONAL CONTACTS

Personal contacts are with all the personnel reporting to the Deputy Assistant Secretary for Policy and Legislative Initiatives, other FHEO staff, other HUD staff, staff persons from other Federal agencies, Congress, and staffs of fair housing and civil rights organizations. There are no fixed 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 each contact is to find and collect data and other forms of information and may be in the form of telephonic inquiry, written request or personal interview/presentation.

Contacts may also be for the purpose of informing the public about fair housing requirements and policies at conferences, hearings or other public forums.

FACTOR 8, PHYSICAL DEMANDS

~~Most work is primarily sedentary. Work sometimes requires participation in meetings and negotiation sessions for long period times. The duties are frequently performed under stringent time constraints. Travel may be required.~~

FACTOR 9, WORK ENVIRONMENT

The work is performed in an office that is properly heated and ventilated and in a safe and comfortable work area.