

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 checked="" type="checkbox"/> GR053001

POSITION DESCRIPTION COVER SHEET

AS 2691

RECOMMENDED

4. TITLE Program Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 0343	7. GRADE (2) 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) Walter Ayers, Deloris Smith	

OFFICIAL

10. TITLE 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 Fair Housing Initiatives Program Support 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 <i>Myron P. Newry</i>	20. DATE (mm/dd/yyyy) 12-15-03	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Myron P. Newry	24. SECOND LEVEL SUPERVISOR'S NAME Jon L. Gant		
21a. SUPERVISOR'S TITLE Director, Fair Housing Initiatives Program Support Division	24a. SECOND LEVEL SUPERVISOR'S TITLE Deputy Assistant Secretary for Enforcement and Programs		

FACTOR EVALUATION SYSTEM Ref Used: (a) Mgmt & Prog Anal Ser, GS-343 ; and Admin Anal Grade Eval Guide, TS-98 Aug 90

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-8	1550	6. Personal Contacts	Level 3	
2. Supervisory Controls	Level 2-5	650	7. Purpose of Contacts	Level d	280
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-6	450	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-5	325	TOTAL POINTS		3715
The point-to-grade conversion chart GS-14 range is 3605-4050				GRADE	GS-14

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) 07/13/04
31. NAME Lewis C. Anderson	31a. TITLE Chief, Grants Mgmt Branch
32. REMARKS	33. OPM CERTIFICATION NUMBER

**Office of Programs
Fair Housing Initiatives Division
Program Analyst
GS-343-14**

INTRODUCTION:

This position is located in the Fair Housing Initiatives Program (FHIP) Division, Office of Programs.

The Fair Housing Initiative Program statute (Sec. 561 of the 1987 Housing and Community Development Act, as amended in 1992) authorizes the Secretary to make funds available through grant agreements or by contract in support of activities that assure compliance with the Fair Housing Act (FHAct) and substantially equivalent State or local fair housing laws. Therefore, the mission of the Fair Housing Initiatives Program Division is to administer and manage the FHIP grant agreements and contracts according to Office of Management Circulars, (OMB) Circulars A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of High Education, Hospitals, and other Non-Profit Organization; A-122; (24 CFR Part 85) "Cost Principles for Non-Profit Organizations (24 CR part 84); A-123, "Management Accountability and Control; and A-133, "Audits of States, Local Governments, and Non-Profit Organizations; and Department Grants Policies.

DUTIES AND RESPONSIBILITIES:

- Assists the Director of the FHIP Division by initiating or participating in guidance and planning activities on FHIP. This includes acting as a liaison between the Division Director and the Director, Office of Programs on all matters pertaining to the planning, development and execution process on all grants, cooperative agreements, and contracts for the FHIP Division. This also includes advising the Director and other FHEO staff and managers on funding availability issues, FHIP policy, budget, and legislative issues, and other program related activities such as the Annual Performance Plan or the Management Plan, and participating in developing and implementing training for the FHIP grantees.
- Is responsible for administering the Department's programs and responsibilities in connection with equal opportunity and civil rights, including those under Title VIII of the Civil Rights Act of 1968, Title VI of the Civil Rights Act of 1964 as amended, Section 109 of the Housing and Community Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973. The incumbent has related research and evaluative skills to assess the costs, effectiveness, and potential for broader replication of existing FHIP efforts and to develop new initiatives.
- Provides specialized assistance on FHIP matters as they pertain to the numerous programs and activities administered by the Division.

- Acts as one of the primary points of contact for FHIP and represents the interests of the Division in dealing with other HUD offices and other federal agencies and departments, other state and local governmental officials, and the public.
- Is responsible for providing budget analyses of all funds, FHIP, salaries and expenses, and operating expenses. Incumbent will evaluate the information and provide operational and policy recommendations, proposed procedural and system modifications, and products and/or activities needed to fulfill the responsibilities of the position. In a related role, the incumbent will have responsibility for the development, implementation and maintenance of grant information that ensures that financial information is regularly provided to field staff to enable Regional Directors to complete negotiations, perform risk analysis, monitor grants, contract, and cooperative agreements, and other programmatic tasks for which budgetary information is a necessity.
- Represents the Division Director at top-level meetings and, when authorized, acts for the Division Director.
- Maintains continuous familiarity with statutes, regulations, and policy initiatives on FHIP as well as programs administered by the Department's Office of Budget. Incumbent will keep abreast of the appropriations statutes, legislative data regarding the budgets and other information and recommendations as they affect the Division's responsibilities.
- Provides advice on funds availability, grant, contracts, and cooperative agreement procedures and requirements by performing reviews of various guidance mechanisms and proposing revisions to methods and procedures in order to establish a system of adequate internal controls.
- Serves as a program expert with regards to the FHIP, salaries and expenses, and operations funds and the financial management systems that support HUD's internal/external reporting and financial statement audit requirements. Incumbent provides budget and other tracking data on funds using the Department's budget and financial data tracking systems such as Data-Mark.
- Analyses and prepares financial reports and separate justifications using guidelines prepared by the Office of Management and Budget as the Department for funds management which are used by the Assistant Secretary, Deputy Assistant Secretaries, and the Office and Division Directors.
- ~~Manages and/or directs the use of personal computers with such software as EXCEL, or similar spreadsheet software to develop financial and grant management data.~~

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION.

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

Expert knowledge of the Fair Housing programs, principles and concepts as they relate to the Fair Housing Initiative Programs (FHIP).

Expert knowledge of the Department's grant's management, budget laws and regulations, the Fair Housing Act and FHEO's mission, FHIP, and legislative history, in order to develop policies to implement FHIP program goals nationwide.

Ability to analyze numerical and narrative data and present recommendations and conclusions based on the analyses in such a form and manner, whether oral or written.

Skill in fact finding, analysis, research, problem solving, writing and consulting to identify problems and recommend new and significant solutions.

Expert knowledge of analytical and evaluative methods used for analyzing and measuring the effectiveness, efficiency and productivity of technical programs.

Comprehensive knowledge of the budget process, budget analysis techniques and budgetary policies as they relate to the FHIP.

A broad and comprehensive knowledge of management concepts, principles, practices and techniques.

Knowledge of personal computers, EXCEL or similar spreadsheet software, and also the Department's financial data systems (currently Data-Mark).

Skill in oral and written communication.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent works under the supervision of the Division Director, who provides overall guidance as to the major departmental objectives, priorities and policies. The work is reviewed in terms of overall accomplishments, meeting critical deadlines and compliance with objectives. The employee exercises independent judgment in planning and carrying out assigned duties and recommends program initiatives. The incumbent completes assignments independently and works to identify problem areas, trends, merit and deficiency situations, and to define new needs and objectives. The Director relies on technical expertise and judgment of the incumbent in assuring that overall goals and objectives are met.

FACTOR 3. GUIDELINES

Guidelines regularly used include the Fair Housing Act, FHIP Regulations and Statutes, OMB Circulars A-122, A-87, and A-110, FHAP Guidance, FHIP Notice of Funding Availability (NOFA), and Departmental Guidebooks for Grant Administration. The incumbent must interpret broad legislation, regulatory and policy guidance for application to FHIP.

Incumbent must be fully cognizant of all Super NOFA policy changes as they pertain to FHIP regulations and statutes.

Incumbent must stay abreast of all policy changes initiated through the Office of Departmental Grants Management as they apply to FHIP. As a result, the incumbent will exercise a high degree of judgment to ensure that FHEO concerns are included and dealt with.

Factor 4. COMPLEXITY:

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

On a continuing basis, incumbent provides specialized assistance on grants management and budget matters as they pertain to FHIP. The incumbent directs the coordination, formulation, evaluation and presentation of budget materials for FHIP and justification for these programs. The incumbent is frequently requested to provide informed advice and judgment on specific legislative proposals, administrative regulations, and other programmatic policy and procedures.

Work involves planning and administering methods and techniques to enable FHEO to carry out its mission. The incumbent will recommend to Director, FHIP Support Division priorities for the allocation and distribution of FHIP funds. The incumbent assures that there is a balance at all times and initiates requests to the Office of Budget and Administration for reprogramming actions to transfer funds when necessary.

Incumbent must develop and maintain appropriate internal procedures to properly monitor the use of all program, salaries and expenses, and operations budget funds.

FACTOR 5. SCOPE AND EFFECT

The work of the position results in improvements in the overall implementation of FHEO programs in Headquarters and Field, which may include developing long-range program plans, goals, objectives and milestones relating to FHIP programs.

The purpose of the work is to provide advice for key decision-making in the FHIP Support Division regarding use of the program funds. Recommendations and decisions made will enhance the Division Director's ability to accomplish the mission of the Division and to complete assigned tasks.

The incumbent assists in preparation of budget proposals and separate justifications for annual submissions for FHIP that are used, by the Department and the Assistant Secretary to support FHEO's budget before OMB and the Congress.

FACTOR 6. PERSONAL CONTACTS

The incumbent has telephone and face-to-face contacts on a regular basis with Division and Office Director, the Deputy Assistant Secretary, staff of the FHIP Support Division, field offices, other federal agencies and departments, state and local government officials, and the public. 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

Contacts within the agency are to provide technical assistance for improving program management, to secure information for the development of policies and programs and to provide clarification concerning program rationale and benefits. Contacts with key staff and the FHIP Support Division are for the purpose of carrying out the Division's mission. Contacts outside the department are for the purpose of providing guidance and assistance with regards to FHIP, salaries and expenses, and operations funds.

FACTOR 8. PHYSICAL DEMANDS

Most work is performed in an office while comfortably seated at a desk.

FACTOR 9. WORK ENVIRONMENT

Work is performed in an office that is properly heated and ventilated. The employee visits other offices in the Department and attends meetings outside of the Department. Travel may be required periodically.