

**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: Program Analyst

5. PAY PLAN (2): GS

6. SERIES (4): 343

7. GRADE (2): 14

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional): Phyllia Armstrong, Kirk Perry

**OFFICIAL**

10. TITLE: Program Analyst

11. PP (2): GS	12. SERIES (4): 343	13. FUNC.(2):	14. GRADE(2): 14	15. DATE (mm/dd/yyyy): 08/24/2004	16. I/A: <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name):
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**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): 8/26/2004	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	2-5	650	7. Purpose of Contacts	3C	180	
3. Guidelines	3-5	650	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-5	325	TOTAL POINTS		3690	
					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:	30. DATE (mm/dd/yyyy): 8/24/2004
31. NAME: Marlene Thrash	31a. TITLE: Human Resources Specialist
32. REMARKS: FLSA (Exempt) FPL (GS-14) 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 AC/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 14	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 1 = Sup. SGEG 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)      (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)		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 = 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 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		
3	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.	3	1 = No Action Req.	2 = Minor PD Change	3 = New PD Req.	4 = Title Change	
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 Policy and Legislative Initiatives  
Program Analyst, GS-343-14

**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 the development and communication of FHEO policies, programs, and activities to the field, stakeholders, legislators and public officials, the Office of Management and Budget, and the press. Work includes drafting speeches for the Assistant Secretary and other high-ranking officials, preparing testimony for Congressional hearings, preparing policy justifications for Congressional budget, and otherwise establishing official record of the Department's fair housing policies and activities.

**DUTIES AND RESPONSIBILITIES**

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

Conducts fair housing oversight of the Government-Sponsored Enterprises, Fannie Mae and Freddie Mac.

Develops policy on emerging fair housing and fair lending issues (including predatory lending).

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.

Develops systems 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 the communication of FHEO policy to stakeholders, including preparing speeches, talking points, and other communications for the Office Director, Deputy Assistant Secretary, the General Deputy Assistant Secretary, the FHEO Assistant Secretary and the Secretary of HUD.

Serves as FHEO's liaison to the Office of Public Affairs on all press releases and inquiries concerning fair housing and related activities.

Manages the content and organization of FHEO's website and works with other agencies, organizations, and offices within HUD to link websites and otherwise communicate FHEO policy through external communication vehicles.

Assists staff in Office of Education and Outreach with FHEO education and outreach initiatives by promoting the fair housing program.

Coordinates with the Office of Policy Development 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 work 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. Makes independent recommendations to the Office Director.

Develops strategies for responding to proposed legislation or other proposals and prepares written responses.

Prepares policy justifications for the fair housing budgets submitted to the House and Senate appropriations committees. Responds to questions from authorizing and appropriations committees.

Prepares briefing papers to the Secretary, Secretarial staff, and other Administration officials regarding FHEO activities. Incumbent researches case files, gathers background information and researches appropriate rules and regulations to adequately respond to the inquiries for the Office Director.

Performs other special projects and assignments as designated by the Office Director.

#### FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

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

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

Demonstrated ability to conduct studies (concurrently or in sequence) that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignment delegations of authority, management controls, information and documentation systems, and similar functions.

Superior knowledge of Fair Housing and civil-rights principles, relevant laws, legal theories, sociological implications, and history; broad knowledge of the Federal, State and local government administrative processes by which civil rights laws are implemented; and skill in developing significant new knowledge through research.

Superior knowledge of the mortgage lending process and how the secondary mortgage market operates.

Shows initiative in developing innovative techniques and methodologies to be used by Headquarters field staff to accomplish expeditious processing of complaints and comprehensive and analytical reviews. Provides continuous technical assistance to other staff members.

Possesses an understanding of public relations and the importance of presentation when matters involve areas of controversy or sensitivity. Demonstrated ability to communicate complex, and sometimes sensitive material, accurately, with appropriate detail, and in plain language.

Outstanding skill and ability in applying the knowledge to deal with the complex and sensitive questions relating to the administration of the numerous and various civil rights mandates administered by the Assistant Secretary of FHEO.

Manifested ability to provide guidance and technical assistance to lower-level staff as required in their implementation of diverse and complex assignments related to the fair housing program.

Demonstrated ability to work independently on team projects without supervision or intervention from the supervisor.

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.

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

### FACTOR 2, SUPERVISORY CONTROLS

The Office Director provides administrative direction, giving assignments in terms of broadly defined mission or functions. Assignments are in terms of broadly stated objective or goals to be achieved. The incumbent independently plans, designs and carries out his/her activities selecting his/her own methods and defining the scope of the assignments. Incumbent must show initiative in taking on tasks. Work results are accepted as technically authoritative and review is minimal in terms of goal-objectives, programs and policy. The incumbent consults with supervisor on major unexpected problems and work results are accepted as technically authoritative.

### FACTOR 3, GUIDELINES

Guidelines are broadly stated and non-specific. The incumbent performs independent research using his/her own methodology in reaching his/her finding and in recommending programs and/or policy changes. Incumbent exercises a high degree of sound judgment and ingenuity in applying general guidelines to produce new knowledge and insight into fair housing issues. The incumbent must identify, collect and analyze information, draw conclusions and make recommendations that will affect the administrative enforcement of federal fair housing laws on a nationwide basis.

#### FACTOR 4, COMPLEXITY

Incumbent must interact with key HUD officials on assignments that involve highly complex and nationwide issues of a fundamental or precedent setting nature. 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. Decisions regarding what needs to be done include largely unprecedented issues, ambiguous and highly complex conditions and major areas of uncertainty resulting from gaps or conflicts in laws, court decision, regulations or policies being studied.

The incumbent must direct and conduct his/her work assignments and recommend decisions on highly complex and broad problems. Generally the problems involve a unique combination of fact, conditions and issues, which may have a major precedent-setting effect in the area of Fair Housing and Equal Opportunity. They require an in-depth analysis of civil rights laws and authorities and involve multiple, complex and interrelated issues. The work requires a high degree of judgment in evaluating issues, identifying solutions to conflicting issues and recognizing needs for changes in program operation.

#### FACTOR 5, SCOPE AND EFFECT

The incumbent's work result in the development of new knowledge and procedures in the field of Fair Housing and Equal Opportunity and the development of policy recommendations based on this knowledge. The result of the incumbent's work affect the formulation of policy and the direction for other action or study. Completion of assignments is vital to the Department's equal opportunity in housing missions, which particularly affect the fair housing practices of Federal, State and local governmental and public and private organizations and institutions across the nation.



#### FACTOR 6, PERSONAL CONTACT

Personal contacts are with officials from both inside and outside of the Department at national levels, county and city officials, representatives of housing and banking industry as well as a variety of management in other federal agencies. 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

The purpose of the contacts is to discuss and work out solutions to systemic problems. Contact is also made to interview persons and discuss issues or programs to obtain information and opinions from individuals or representatives of public and private organizations having substantial interest in fair housing issues.

#### FACTOR 8, PHYSICAL DEMAND

Most work is primarily sedentary. Work sometime requires participation in meetings and negotiation sessions for long period times. The duties are frequently performed under stringent time constraints. Extended and frequent travel may also be required.

#### FACTOR 9, WORK ENVIRONMENT

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