

<b>REASON FOR THIS POSITION</b>		
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"/> MN1635

**POSITION DESCRIPTION  
COVER SHEET**

A52893

**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) Halfon, Jackson, McClain, Tursky	

**OFFICIAL**

10. TITLE						
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 Program Standards and Compliance 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>Pamela Walsh</i>	20. DATE (mm/dd/yyyy) 12-02-03	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Jon L. Gant</i>	23. DATE (mm/dd/yyyy) 12/04/03
21. SUPERVISOR'S NAME Pamela J. Walsh	24. SECOND LEVEL SUPERVISOR'S NAME Jon L. Gant		
21a. SUPERVISOR'S TITLE Director, Program Standards and Compliance Division	24a. SECOND LEVEL SUPERVISOR'S TITLE Deputy Assistant Secretary for Enforcement and Programs		

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-8	1550	6. Personal Contacts	Level 6-3	---
2. Supervisory Controls	Level 2-5	650	7. Purpose of Contacts	Level 7-d	280
3. Guidelines	Level 3-5	650	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-4	225	TOTAL POINTS		3690
GS-14 point-to-grade conversion range is 3605-4050			FPL=GS-14		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 Supervisory Human Resources Specialist
32. REMARKS Ref Used: Mgmt and Program Analysis Series, GS-343; and Admin Analysis Grade Eval Guide	33. OPM CERTIFICATION NUMBER

**Office of Programs  
Program Standards and Compliance Division  
Program Analyst  
GS-343-14**

**INTRODUCTION:**

The incumbent serves as a Program Analyst within the Program Standards and Compliance Division, Office of Programs, Office of Fair Housing and Equal Opportunity (FHEO). The mission of the Program Standards and Compliance Division is to provide cross-program standards for the Department's Civil Rights mission. It is responsible for the coordination of the civil rights related program requirements for HUD programs that are covered by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 109 of Title 1 of the Housing and Community Development Act of 1974. The Division provides on-going training and technical assistance to HUD program offices and partners in developing tools to further non-discrimination and fair housing in their programs and/or activities. In order to ensure consistent and effective compliance, the Division also engages in a wide variety of activities, including the development of or review of regulations, policies, and compliance standards and procedures.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Coordinates, implements, manages, and monitors the Civil Rights Front-end and Limited Monitoring Protocol (the Protocol). Evaluates the implementation of the Protocol. Responsible for developing, implementing, and monitoring long and short range program plans and/or protocol to ensure consistency with regulations, policies, directives, etc.
- Reviews and analyzes all HUD directives (NOFAs, regulations, notices, handbooks, etc.) to ensure consistency with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 109 of Title I of the Housing and Community Development Act of 1974. Provides guidance to FHEO field offices to ensure compliance with these statutes.
- Produces FHEO standards for risk analysis and program monitoring reviews of HUD funded recipients. As part of the Department's compliance and monitoring efforts, monitors and evaluates the results of risk analyses conducted.
- Provides technical assistance to HUD program staff on civil rights related issues, consolidated annual program evaluation report (CAPER), site-based

waiting list, residency preferences, site and neighborhood standards, relocation issues, designated housing plans, etc.

- Writes FHEO guidance on civil rights related program requirements (i.e., site-based waiting list, affirmatively further fair housing, deconcentration, program compliance and monitoring, etc.)
- Provides advisory and research support to the Assistant Secretary (i.e., School and Housing Desegregation Initiative, Colonias, Compliance and Monitoring Initiative, homelessness, homeownership, etc.)
- Participates in interagency working groups, i.e., Limited English Proficiency (LEP), and coordinates with the Department of Justice's Coordination and Review Section in issuing of HUD's LEP Guidance and HUD's Program Implementation Plan.
- Provides technical and training to internal HUD programs and external HUD partners, i.e., DC Housing and Community Development Office; Public Housing Agencies; non-profit organizations, on civil rights related program requirements.
- Develops standards, issuances and directives. Serves as a focal point for issues affecting fair housing referred from the FHEO field offices or HUD program offices. Responds to inquiries from HUD staff, and external customers (general public, public housing agencies, community planning and development officials, etc.) on various CRRPRs, fair housing, Section 504 requirements, use of Housing Choice Vouchers, etc.
- Conducts evaluation and analytical studies to measure the effectiveness and the impact of program issuances and/or protocol on civil rights and fair housing. Uses and analyzes statistical data to support evaluation studies.
- Provides support to the FHEO Management Plan and Annual Performance Plan by participating in annual quality management reviews of FHEO field offices.
- Provides technical assistance, training, and direct support to HUD programs on civil rights and fair housing requirements. This includes preparing and presenting training material in a classroom or through satellite broadcast; or participating in focus groups and seminars.
- Represents Division at meetings and conferences as directed by supervisor and/or Office Director.
- Participates in special FHEO task forces, i.e., Budget Task Force, Fair Housing Month, etc.

- Performs other duties as assigned.

### **Factor 1. Knowledge Required by the Position**

A mastery knowledge of the principles and concepts of the field of fair housing and equal opportunity, including a thorough knowledge of the relevant laws, the history of fair housing and civil rights, a thorough knowledge of rules, and requirements/procedures, and a good knowledge of budget development and preparation.

The incumbent must know how to operate information systems. Knowledge of Word must be thorough; a good working knowledge of Excel, and/or ACCESS is acceptable.

Expert in analyzing procedures, organizations, and other subjects of management that are characteristically unstable, wide in scope, and composed of many important complex tasks.

Ability to represent the organization, as an analytical expert, within and outside FHEO, and to resolve different and entrenched viewpoints.

Expert knowledge of relationships with other program offices who share mutual functions regarding civil rights programs.

Knowledge in evaluating new or modified legislation and preparing recommendation of the impact on civil rights programs.

### **Factor 2. Supervisory Controls**

Works under broad administrative direction of Division Director, who makes assignments in terms of broadly defined functions and in accordance with mission objectives. Is responsible for independently planning, designing, scheduling, and carrying out tasks/assignments. The incumbent exercises significant discretion and judgment in determining whether to broaden or narrow the scope of assignments. Results of work are considered technically correct and are normally accepted without significant change. When work is reviewed, the review is concerned with such matters as fulfillment of assignment objectives, effect of advice and influence on the overall program, agency policy and political constraints and for responsiveness to the needs of the supervisor and upper level management.

### **Factor 3. Guidelines**

Guidelines are only sketchy or broadly stated, and may consist of broad policy statements, basic legislation, regulations and information relative to the problems or issues/study. Incumbent uses initiative, judgment, and ingenuity in developing guidelines or interpreting the intent of the guides that do exist, and in the development of applications to specific areas of work. Incumbent must also exercise considerable

judgment in new or improved approaches for analyzing, developing and presenting information or analyses on complicated matters of national importance, to persons with conflicting views. Incumbent is recognized as a technical authority in the development and interpretation of guidelines.

#### **Factor 4. Complexity**

Work consists of a wide-range of projects and or studies involving broad and or in-depth analysis and evaluation of not always clearly related facts, practices and issues, to enhance operational effectiveness, efficiency, and productivity for substantive mission-oriented programs. Assignments require exceptional writing and analytical skills. It also requires analyzing and formulating agency requirements for civil rights related program requirements to support fair housing targets for headquarters management plan goals.

#### **Factor 5. Scope and Effect**

The purpose of the work is to assist the Division Director in developing, evaluating, analyzing and interpreting policies to resolve complex problems of national impact; also to analyze major program aspects of substantive, mission-oriented programs, and to general and apply new strategies and concepts to improve effectiveness and efficiency of procedures, to resolve complex policy questions, and to provide a basis for major decisions that affect fair housing activities of FHEO nationwide.

#### **Factor 6. Personal Contacts**

Personal contacts are with high-level managers, middle managers, supervisors and staff officials throughout the federal government, key officials of state and local governments, fair housing leaders throughout the country, housing industry groups, attorneys, real estate professionals, real estate and mortgage lending professionals, special interest groups, civil rights and equal opportunity groups, and other profit and nonprofit groups and organizations.

#### **Factor 7. Purpose of Contacts**

The purpose of the contacts is to gather and analyze information; to develop strategies; present information and resulting analysis to policy-makers, other FHEO staff and officials; to influence these individuals to accept the analysis and findings for implementation; to participate in conferences, meetings and presentations involving policy issues that have local, national consequences; to facilitate and coordinate office projects and policy-procedural changes; establish and maintain liaison with other program support staffs; to persuade policy-makers on the type, nature and time of new policy initiatives; and to evaluate and critique new or revised policies or procedures.

### **Factor 8. Physical Demands**

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required; however, incumbent will be required to carry files and be able to participate in meetings sometimes away from the building. The incumbent will also be required to travel and make presentations, in some instances, before large groups of people.

### **Factor 9. Work Environment**

The work involves normal risks associated with working in an adequately lighted and ventilated office. The work involves working in close proximity with staff where the noise level is normal in most instances. Some travel may be required to meet FHEO management goals.