

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): 07

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional): Tiffany Taylor

OFFICIAL

10. TITLE: Program Analyst

11. PP (2): GS	12. SERIES (4): 343	13. FUNC.(2):	14. GRADE(2): 07	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
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st: U.S Department of Housing and Urban Development	5th: Office of Education and Outreach
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): 2/6/2004	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	24a. SECOND LEVEL SUPERVISOR'S TITLE: General Deputy Assistant Secretary for FHEO	
21a. SUPERVISOR'S TITLE: Director, Office of Policy and Program Evaluation			

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	2-2	125	7. Purpose of Contacts	2b	75	
3. Guidelines	3-2	125	8. Physical Demands	8-1	5	
4. Complexity	4-2	75	9. Work Environment	9-1	5	
5. Scope and Effect	5-2	75	TOTAL POINTS		1435	
					GRADE	GS-07

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 (Nonexempt) 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 A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 07	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	7. SUP. CD. (1) 8	3 = Sup. 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)
17. INTERDIS. TITLE CD. (50)						
(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")										
1st	2nd	3rd	4th	5th	6th	7th	8th			
9. VAC. REV. CD. (1)				0 = Position Action No Vacancy A = No Change				B = Lower Grade C = Higher Grade 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 (8) 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 = Perm N = Other
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)										
Normal Act		Maintenance Review Act		Results						
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	5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.	9 = Other				
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 Education and Outreach

Program Analyst, GS 343-7

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 Education and Outreach. The Office develops policies, procedures and strategies relating to the formation and implementation of FHEO's education and outreach activities. The Office performs marketing and outreach services to ensure an appropriate focus of activity in underserved communities, and that fair housing program information is provided to partners and industry groups. The Office performs activities designed to develop and implement education and outreach efforts to heighten public awareness of all forms of housing discrimination prohibited under the Fair Housing Act; coordinates the National Fair Housing Month activities, Fair Housing National Policy Conference activities, national conferences and events, and serves as Government Technical Representatives for contracts and other specialized education and outreach activities.

The incumbent serves as a Program Analyst and performs a variety of assignments involving fair housing education and outreach program activities.

DUTIES AND RESPONSIBILITIES

Works with higher-level specialists to become familiar with education and outreach relationships with staff of external organizations, including fair housing and civil rights groups, housing-counseling organizations, real estate professional associations and academics.

At the direction of the Office Director, assists in working with the Office of Public Affairs in publicizing fair housing activities and responds to press inquiries.

Assists in helping plan and coordinate some of HUD's fair housing education and outreach activities, including Public Service Announcements, Fair Housing Initiatives Program education and outreach grants, and other contracts.

Assists the Office Director in gathering data to evaluate the effectiveness of HUD's current fair housing education and outreach activities, including FHIP education and outreach initiatives grants, media campaigns, and Public Service Announcements.

Gather and assemble printed materials (brochures, fact-sheets, newsletters, and other publications) to educate the general population on fair housing laws.

Assists in the preparation of background information and supporting documents for use in media presentations (CD Roms, PowerPoint, online content and general population on fair housing laws.

Gathers data to inform the public of HUD's fair housing cases and initiatives, including drafting press releases to publicize recent enforcement successes and other initiatives in the press and other media.

Helps plan events and other forums in which to promote HUD's fair housing mission as it relates to education and outreach.

Factor 1 – Knowledge Required by the Position:

General knowledge of the laws, regulations, and procedures that govern civil rights and equal opportunity in housing.

Basic knowledge of all housing programs; 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.

Basic knowledge of marketing techniques.

Ability to work with others on team projects on major initiatives.

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

Skill in the use of computer systems and technology.

Basic ability to apply analytical principles and techniques in assignments.

Skill in oral and written communication.

Factor 2 – Supervisory Controls:

The incumbent serves under the guidance of the Office Director. The Director makes assignments by defining objectives, priorities and deadlines; and assists the employee with unusual situations that do not have clear precedents. The incumbent plans and carries out assigned tasks and handles problems and deviations in accordance with instructions, policies, previous training or accepted practices.

Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3 – Guidelines:

Guidelines include applicable Federal and State and local laws and Departmental policies relating to fair housing and equal opportunity and investigation and conciliation manuals. These laws are available, but are not completely applicable to the work. The incumbent must use sound judgment in interpreting and adapting education and outreach activities to each geographic area. New techniques and mediums will be utilized to address various audiences throughout the Region.

Factor 4 – Complexity:

The assignments involve varied duties relating to education and outreach, which require the incumbent to use many different and unrelated processes and methods. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, and interpretation.

Factor 5 – Scope and Effect:

Assignments are designed to provide an opportunity to participate in and observe senior staff members in developing and implementing education and outreach information for release to the public and to broaden and strengthen experiences in preparation for higher-level duties and responsibilities.

Factor 6 – Personal Contacts:

The contacts include HUD staff in Headquarters and the Field, and industry representatives and representatives from fair housing organizations.

Factor 7 – Purpose of Contacts:

The purpose is to expose the trainee to all aspects of the fair housing program activities as well as provide training, development, planning and execution of education and outreach activities.

Factor 8 – Physical Demands:

The work is primarily sedentary, however some walking, standing, bending and carrying of light material is occasionally required.

Factor 9 – Work Environment:

Work is generally performed in offices, and in safe and comfortable work areas.