

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 type="checkbox"/>
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POSITION DESCRIPTION COVER SHEET

AS 2694

RECOMMENDED

4. TITLE Program Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 0343	7. GRADE (2) 07
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) Roger White	

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 Initiative 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) 12-30-03	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 Initiative Program Support 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			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
FPL = GS-12					GRADE

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,
Fair Housing Initiative Program Support Division
Program Analyst
GS-343-7**

INTRODUCTION

This position is located in the Fair Housing Initiative Program Support Division (FHIP), Office of Programs, Deputy Assistant Secretary for Enforcement and Programs, Office of the Assistant Secretary for Fair Housing and Equal Opportunity (FHEO). The Office is responsible for developing Fair Housing policies, developing and implementing program management and administration of program, i.e., fair housing planning and assure that all HUD programs affirmatively further fair housing.

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 Grant Policies.

DUTIES AND RESPONSIBILITIES

The incumbent undertakes a variety of duties and assignments involving reviewing proposed legislation, regulations, handbooks, conducting short and long-term research/evaluation studies, notices and other issuance relating to the administration of FHIP.

Assist in the reviews, analysis, and development of information about overall program policies, standards and procedures, and program mission.

Assist in the development of standards and procedures to implement the FHIP and ensure that program mission is being adhered to.

Assist in the analysis of FHIP grants, cooperative agreements, and contracts.

Reviews and analyzes quantitative and qualitative data relating to FHIP applications and grants, and prepares reports to serve as a bases for identifying quantity and quality of program's initiatives.

Assist in the recommending changes in data collection and evaluation techniques and new evaluation program thrust to improve the program evaluation process.

Provides assistance by telephone or in writing in response to inquiries from field office staff, outside organizations including industry groups, architects, builders, developer, design professionals, and other federal agency staff.

Responds to controlled and uncontrolled correspondence, and prepares letters, memoranda, or internal reports on a variety of subjects to answer questions asked by the public, agency officials, industry groups, consumers and others.

Factor 1, Knowledge Required

Knowledge and skills in using microcomputers.

Broad knowledge of the concepts and principles and functions of fair housing as it relates to national, state and local public and private agencies and organizations

Basic ability to apply analytical principles and techniques in assignments.

Basic knowledge of Departmental regulations and issuances requirements and procedures in order to answer correspondence from Congress, the public and other interested parties on program policy and guidance.

Basic knowledge of laws, regulations, procedures and policies governing fair housing.

Broad knowledge of the procedures employed by public and private organizations and agencies to implement fair housing programs.

Highly developed skill in oral and written communication.

Factor 2, Supervisory Controls

The incumbent reports to and works directly under the general direction of an assigned supervisor. Work assignments are outlined in terms of objectives sought. The supervisor generally advises on the more involved technical implications and spot checks work in progress. Completed work is reviewed for soundness of judgment, adherence to controlling policies and adequacy of coverage.

Factor 3, Guidelines

Incumbent is guided by oral instructions; laws, decisions, rules and regulations governing the operations of the work unit; overall HUD management policies; recognized techniques or procedures and methods of analysis; and standard program management principles and practices.

Factor 4, Complexity

The incumbent is required to assist in the gathering and analyzing of various data to be applied to established analytical methods, principles and procedures and to make recommendations based on the scope of single assignments.

Factor 5, Scope and Effect

Assignments are designed to provide an opportunity to participate in and observe the application of analytical principles and techniques in diverse situations, and to broaden and strengthen experiences in preparation for higher-level duties and responsibilities.

Factor 6, Personal Contacts

Contacts are with persons within HUD and other federal agencies.

Factor 7, Purpose of Contacts

Contacts are for the purpose of obtaining and clarifying information and for providing technical information.

Factor 8, Physical

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

Factor 9, Work Environment

The work is performed in an office setting.