

**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): 09

8. WORKING TITLE (Optional):  
 9. INCUMBENT (Optional): Risha Henneman, Colleen Clay

**OFFICIAL**

10. TITLE: Program Analyst

11. PP (2): GS	12. SERIES (4): 343	13. FUNC.(2)	14. GRADE(2): 09	15. DATE (mm/dd/yyyy): 08/24/2004	16. I/A: <input checked="" 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: <i>Bryan Greene</i>	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		
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	1-6	950	6. Personal Contacts			
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	2b	75	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-3	150	9. Work Environment	9-1	5	
5. Scope and Effect	5-3	150	TOTAL POINTS		1885	
					GRADE	GS-9

**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>Marlene Thrash</i>	30. DATE (mm/dd/yyyy): 8/24/2004
31. NAME: Marlene Thrash	31a. TITLE: Human Resources Specialist
32. REMARKS: FLSA (Exempt) 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) 09	6. IP NUMBER (8)
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## B. MASTER RECORD

6. HQ. FLD. CD (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. OCC. FUNC. CD (2) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	4. OFF. TITLE CD (6)	5. OFF. TITLE (38) Program Analyst	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") 1st 2nd 3rd 4th 5th 6th 7th 8th										
9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Charge 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				
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.			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)
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32. REMARKS

OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY  
Office of Education and Outreach  
Program Analyst, GS 343-9

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 promote 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.

Assists in working with the Office of Public Affairs in publicizing fair housing activities and responding to press inquiries.

Assists in helping plan and coordinate all 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 in conducting studies of the public's awareness of HUD's fair housing enforcement function and identify how people are learning about HUD's fair housing role.

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.

Works with Office Director in developing partnerships with organizations to promote fair housing awareness and other goals. This includes forming partnerships and creating networks among faith-based organizations, housing counseling organizations, traditional fair-housing groups and others.

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**

Basic knowledge of the laws, regulations, procedures and policies governing fair housing programs and an operational knowledge of HUD programs and their relationship to FHEO.

Knowledge to deal with the complex and sensitive questions relating to the administration of the numerous and varies civil rights mandates administered by the Assistant Secretary of FHEO.

Ability to assemble and analyze complex and non-complex facts and draw conclusions.

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

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

Understands the basics of the mortgage lending process and how the secondary market operates.

Highly developed skill in oral and written communication.

Experience in using technology, such as the Internet and Web sites, to effectively communicate information to large numbers of people.

## **FACTOR 2, SUPERVISORY CONTROLS**

The incumbent works under the general supervision of the Office Director. The Director assigns specific projects in terms of issues and sets deadlines for completing the work. The incumbent is expected to

plan and carry out assignments independently, determining the methods and techniques to use. The supervisor performs a review of the results obtained and conformance to policies and instructions. Work is reviewed in progress and upon completion for technical adequacy and completeness, conformity to policy and feasibility of recommendations,

### **FACTOR 3, GUIDELINES**

The incumbent primarily performs work within the scope defined by supervisor and must give priority to that work. Incumbent uses basic judgment in applying general guidelines to produce new knowledge and insight into fair housing issues. The incumbent must identify, collect and analyze information, and draw conclusions and make recommendations that will affect the administrative enforcement of federal fair housing laws on a nationwide basis.

### **FACTOR 4, COMPLEXITY**

Assignments involve the analysis and evaluation of a broad range of varied functions. Assignments are complicated by different and unrelated subject matter data, methods and techniques. The incumbent is required to make decisions concerning the applicability of data and apply a variety of fact-finding techniques and analytical methods to recommend decisions on individual issues.

### **FACTOR 5, SCOPE AND EFFECT**

The incumbent's work results in the development of new knowledge and procedures in the field of Fair Housing and Equal Opportunity. The work involves conducting studies, projects and analyzing, reviewing and evaluating a variety of data, and participating in the establishment and implementation of policies, guidelines and procedures. 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 CONTACTS**

Personal contacts are with officials from both inside and outside of the Department at national levels, industry representatives, and representatives from fair housing organizations. 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 communicate Departmental policy or to collect information to assist in the preparation of such policy. Contacts may also be for the purpose of discussing and working out solutions to 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**

Work sometime requires participation in meetings and negotiation sessions for long period times. The duties are frequently performed under stringent time constraints. Travel may be required.

#### **FACTOR 9, WORK ENVIRONMENT**

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