

49

REASON FOR THIS POSITION		
1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>

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) L. White	

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) 06/17/2004	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th
2nd Office of the AS for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Office of Field Oversight	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)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Waite H. Madison	24. SECOND LEVEL SUPERVISOR'S NAME Floyd O. May		
21a. SUPERVISOR'S TITLE Director, Office of Field Oversight	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 	30. DATE (mm/dd/yyyy) 8/20/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) OPM PCS for 343 dtd 8/90; Admin. Anal 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	2. DEPT. CD/JAGCY-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

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		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) 06/17/2004		
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)   (4)   (4)   (4)   (4)														
17. INTERDIS. TITLE CD. (50)														
(5)   (5)   (5)   (5)   (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   3 = SF278 1 = CD219   4 = AD392 2 = CD220   5 = SF849		3. POS. SCHED. (1) A = Sched A   O = Excepted but not A, B, C B = Sched B C = Sched 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) 0 = Position Action   B = Lower Grade   D = Different title and/or Series No Vacancy   C = Higher Grade   E = New Position/New FTE A = No Change							
1st	2nd	3rd	4th	5th	6th	7th	8th								
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) 06/17/2004	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant   4 = Sup./Program   7 = Equipment Development Guide 2 = Impact of Person   5 = RGEG   8 = Agency Use 3 = Sup/SGEG   6 = Policy Analysis GEG   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							
1 = Desk Audit		5 = Desk Audit		1 = No Action Req.		5 = Series Change		9 = Other							
2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade									
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade									
4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change		8 = New Pos.									
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

**PROGRAM ANALYST  
GS-343-09**

**INTRODUCTION**

This position is located in the Office of the Assistant Secretary for Fair Housing and Equal Opportunity, General Deputy Assistant Secretary (GDAS), Office of Field Oversight. The Office is the primary point of contact between the field and FHEO Headquarters. The Office is responsible for advising the Director on all matters relative to implementation of FHEO Programs and activities in the Regional and Field Offices, including coordinating Regional and Field requests and responses, analyzing performance data, and providing input to assist in the evaluation of the performance of Regional Directors. The Office is also responsible for communicating to the field FHEO policies that are developed by the Headquarters program offices. In addition, serve as Field Monitor for evaluating performance of Field Offices including Quality Assurance Review Coordination (QAR).

**MAJOR DUTIES AND RESPONSIBILITIES**

Participates in the performance evaluation review process, reviewing recommendations for adequacy and follow through action.

Assists Senior Analysts in evaluating and monitoring field operating policies and procedures to ensure that they are responsive to the broad objectives of FHEO. This includes the conduct of studies, research, and analysis of reports relative to the impact and effective implementation of FHEO programs in the field.

Assists Senior Analyst in conducting limited on-site QARs of FHEO field offices. The incumbent determines the effectiveness of field operations; reviews and evaluates performance. The incumbent performs case reviews and conducts interviews with the FHEO staff, other program Directors, customers and clients. The incumbent prepares written reports after each QAR for the Assistant Secretary, General Deputy Assistant Secretary and the Deputy Assistant Secretaries.

Assists in the development of and operates and maintains data analysis tools for reporting and monitoring activities.

Identifies and recommends development of new information systems to facilitate storage and retrieval of data to reduce the burden on field offices and duplicative methods of retrieving such data.

Assists Senior Analysts develop criteria for evaluating field offices to assess management performance and goals achievement in accordance with identified objectives. This process may include participating in on-site visits.

Participates in the monitoring of enforcement goals and activities including the aged case reduction initiative and FHIP/FHAP monitoring activities. Assists in ensuring that overall priorities, goals and objectives are included.

Reviews assigned portions of the FHEO Field Office Business and Operating Plans in order to determine the volume of activities to be accomplished.

Attends meetings and conferences with senior analysts on Field related issues.

In addition to the above specific area's of responsibility, the incumbent will perform a variety of functions as required by the Director.

### **FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of Fair Housing and Equal Opportunity's mission and programs both in Headquarters and in the Field.

Limited knowledge of program/project analysis and evaluation to conduct studies concurrently or in sequence that identifies special FHEO program/project requirements and determines how to correlate those requirements with the evaluative material they need for effectively directing the operations of the Field.

Limited experience in analyzing, evaluating and determining on the basis of finding the best way to solve problems or deal with situations that are not treatable by acceptable methods.

Knowledge of management concepts, principles, practices and techniques.

Skill in oral and written communication.

### **FACTOR 2: SUPERVISORY CONTROLS**

Works under the supervision of the Director who provides administrative direction, giving assignments in terms of broadly defined missions or functions. The incumbent is responsible for carrying out assignments. Broad program implications are generally called to the attention of the Director.

### **FACTOR 3: GUIDELINES**

Guidelines are broadly stated, nonspecific, and the incumbent performs research using his/her own methodology in reaching his/her own findings and in making recommendations which affect the field offices. The incumbent must identify, collect and analyze information, draw conclusions and make recommendations.

### **FACTOR 4: COMPLEXITY**

Incumbent must interact with key HUD officials and must perform assignments involving highly complex and nationwide issues of a fundamental or precedent setting nature. In

some instances, the problems involve a unique combination of facts, conditions, and issues. The incumbent is called upon to determine the nature and scope of the problem its cause and the appropriate Departmental remedy.

#### **FACTOR 5: SCOPE AND EFFECT**

The employee plans and carries out work to improve productivity and efficiency of operations in field offices nationwide. The employee resolves conventional problems related to organizational structure or administration. The employee develops detailed procedures and guidelines to supplement existing regulations or program guidelines.

The incumbent's work results in improvements in the overall implementation of FHEO programs in the field.

#### **FACTOR 6: PERSONAL CONTACT**

Personal contacts are with HUD and FHEO employees as well as employees of other agencies and members of the general public.

#### **FACTOR 7: PURPOSE OF CONTACTS**

The purpose of contacts is to negotiate performance goals for acceptable levels of performance for each Field office. The purpose is also to present findings of evaluations and to recommend solutions to existing problems.

#### **FACTOR 8: PHYSICAL DEMAND**

The work is largely sedentary with no special physical demands. Occasionally, there are visits that may be necessary to review field operations.

#### **FACTOR 9: WORK ENVIRONMENT**

Work is generally performed in safe and comfortable work conditions.

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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) Celia Bobisud	

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 type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash

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) 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

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29. SIGNATURE 	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

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		
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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 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			
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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 = 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)
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## 32. REMARKS

OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY  
Office of Policy and Legislative Initiatives  
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 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.

## DUTIES AND RESPONSIBILITIES

Assists higher-level specialists in developing civil rights enforcement and compliance policies and implementing regulations for all relevant civil rights laws and Executive Orders.

Assists in the preparation of communication of FHEO policy to stakeholders, including the drafting speeches, talking points, and other communications for the Office Director, Deputy Assistant Secretary, Assistant Secretary and the Secretary.



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

Assists in developing policy on emerging fair housing and fair lending issues (including predatory lending).

Helps draft content materials for the FHEO's website and makes suggestions for improving the website.

Assists in reviewing and analyzing 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.

Assists in the preparation of Congressional responses on fair housing and equal opportunity program matters.

Assists in the preparation of policy justifications for the fair housing budgets submitted to the House and Senate appropriations committees. Responds to questions from authorizing and appropriations committees.

Assists in the preparation of briefing materials and supporting documents for the Secretary, Secretarial staff and other program offices regarding FHEO program activities.

Assists the Office with any education and outreach initiatives.

#### **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.

## 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..