

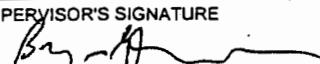
REASON FOR THIS POSITION			POSITION DESCRIPTION COVER SHEET		
1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>			

RECOMMENDED			
4. TITLE Special Assistant	5. PAY PLAN (2) GS	6. SERIES (4) 0301	7. GRADE (2) 13
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

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)

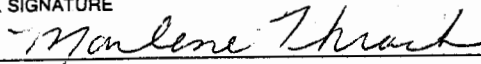
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st Department of Housing and Urban Development	5th Immediate Office
2nd Assistant Secretary for Fair Housing & Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary - Policy & Legislative Initiatives	8th

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	1-8	1550	6. Personal Contacts		
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	3b	110
3. Guidelines	3-5	650	8. Physical Demands	8-1	5
4. Complexity	4-4	225	9. Work Environment	9-1	5
5. Scope and Effect	5-5	325	TOTAL POINTS		3320
GRADE					GS-13

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) 8/30/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FFLSA (Exempt) FPL (GS-14) Ref: Admin. Anal. Grade Eval. Guide; Misc Admin & Prog. GS-301	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) 13	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 301	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38) Special Assistant		
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGEG 2 = Mgr. SGEG 3 = Sup. CSRA 4 = All Others	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) 8/30/2004	
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 A = No Change							
				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) 11 0010 001			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) 8/30/2004		
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					
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)	
32. REMARKS											

OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY

Office of the Deputy Assistant Secretary for

Policy and Legislative Initiatives

Special Assistant, GS-301-13

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. The incumbent serves as Special Assistant to the Deputy Assistant Secretary for Policy and Legislative Initiatives (DAS). The Office is responsible for the formulation and communication of all Departmental fair housing policy to the public, the press, the Congress and executive branch agencies. The Office is responsible for developing policy justifications for all HUD-funded fair housing activities, drafting proposed legislation; drafting Congressional testimony; preparing Department's response to fair-housing related legislation; responding to the White House and the Office of Management and Budget on fair housing policy and initiatives; research planning and data analysis; formulation of policy on emerging fair housing issues (such as predatory lending); development of interagency civil-rights activities; working with outside community and industry organizations on fair housing initiatives; planning outreach and education initiatives; website development; drafting press releases, speeches, talking points; preparing multimedia presentations; overseeing contracts; preparing annual reports to Congress; and drafting other fair-housing related publications. The Office also coordinates the National Fair Housing Month activities, Fair Housing National Policy Conference activities, and national conferences and events.

The Special Assistant to the Deputy Assistant Secretary is responsible for helping shape legislative, budget and communications strategies, and performs a variety of specialized projects, which, because of their unusual, specialized or sensitive nature, cannot be handled by other members of the staff.

DUTIES AND RESPONSIBILITIES

Serves as a troubleshooter and primary resource person for the DAS on programmatic and policy issues. The Special Assistant, by researching issues, acts as a channel for staff concerns, prepares draft memoranda on the DAS' behalf, helps the DAS prioritize and delegate assignments appropriately, suggests solutions to problems within the program office and helps the DAS conserve his/her time for the substantive decision-making work of the Office.

Conducts research on a wide range of topics/issues in the preparation of memoranda, briefing materials, Congressional testimony, speeches, press releases, the Web site, PowerPoint presentations, and reports/publications available to the public.

Coordinates conferences and meetings for the DAS, verifies agenda with appropriate personnel, ensures that all appropriate preparatory material has been received and forwarded to the DAS before the conferences/meetings are held. Attends and records minutes of meetings which are later summarized and distributed, and checks to ensure that commitments made at the meeting are met and keeps the DAS informed.

When requested by the DAS, organizes meetings and speaking engagements for the DAS. Prepares background briefings from appropriate staff and prepares portfolio to assure that the DAS is fully prepared for scheduled engagements.

Reviews and concurs on all incoming and outgoing correspondence for the DAS that relate to special problems or issues in which he/she has expressed particular interest or on which he/she wants to be kept informed.

Participates in the work of the DAS office by handling many assignments of a sensitive nature that relate to the broad areas of policy and management such as communication of policy and activities to the media, Congress or White House.

Responsible for developing civil rights enforcement and compliance policies and implementing regulations for all relevant civil rights laws and Executive Orders.

Assists in 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).

As directed by the DAS, provides oversight in the reviews of proposed HUD regulations, policies and programs for consistency with, and efficiency in achieving, the Department's civil rights obligations and objectives including affirmatively furthering fair housing.

Coordinates the communication of FHEO policy to stakeholders, including assisting in preparing speeches, talking points and other communications for the Office Director, Deputy Assistant Secretary, the Assistant Secretary for FHEO and the Secretary.

At the direction of the DAS works with the Office of Public Affairs in publicizing fair housing activities and responding to press inquiries;

Assists in helping to manage the content and organization of FHEO's website.

Assists in coordinating with the Office of Policy Development and Research in the design and implementation of in-depth, long-term studies on matters related to the Department's civil rights obligations and objectives.

Reviews and analyzes 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.

At the Direction of the DAS, meets and develops relationships with the leadership of external organizations, including fair housing and civil rights groups, housing-counseling organizations, real estate professional associations and academics;

Assists in managing radio, print, television, and online Public Service Announcements; also evaluates effectiveness of HUD's current fair housing education and outreach activities, including FHIP education and outreach initiatives grants, media campaigns, and Public Service Announcements.

Assists in carrying out strategies to promote the Administration's initiatives that have a fair housing component, such as boosting minority homeownership;

Identifies and develops 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;

Plans events and other forums in which to promote HUD's fair housing mission;

Serves as Office Manager for the DAS and provides technical and administrative guidance to the staff and the Office Directors' staff assistants and secretaries. The Special Assistant advises the staff assistants and secretaries on correspondence procedures and keeps the Office Directors advised of potential problems. The Special Assistant recommends techniques for the effective and expeditious preparation of a variety of materials.

FACTOR 1. KNOWLEDGE REQUIRED

Knowledge of the principles and concepts of the field of civil rights including a thorough knowledge of relevant laws and legal principles, sociological implications; and history of the field. Broad knowledge of the Federal, State and local government administrative processes by which civil rights laws are implemented and skill in developing significant new knowledge through research.

Knowledge of analytical and evaluative methods and qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency and productivity of administrative and technical programs. Functions as an authority with responsibility for FHEO program evaluation studies and developing new methods and procedures to measure program accomplishments, results and effectiveness involving the substance of key FHEO programs.

Working knowledge of the statutes and implementing regulations for all HUD programs in order to link civil rights requirements with program administration. The range of programs is broad, including housing development, housing management, community planning and development and area-wide planning and development.

Knowledge and understanding of the interrelationships among operating programs to effectively organize and coordinate activities.

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

Skill in preparing well-written memoranda and reports that clearly support recommendations and conclusions. The incumbent has the ability to edit and rewrite documents that contain complex, technical ideas for work products requiring clear, plain written language.

Skill in oral communication and in persuasion and negotiations in order to resolve strongly contested issues.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent works under the supervision of the Deputy Assistant Secretary for Policy and Legislative Initiatives and is responsible for independently planning, analyzing, recommending solutions and carrying out assignments. Projects involve developing policy proposals, position papers, identification of

significant program issues and coordinating with staff and line management regarding various programmatic and administrative issues. Completed projects, evaluations, reports or recommendations are reviewed for compatibility with guidelines and effectiveness in achieving intended objectives. The DAS is available for consultation regarding new, difficult or unusual aspects of the assigned projects.

FACTOR 3. GUIDELINES

Guidelines include a broad range of applicable laws, regulations, handbooks, policy statements, precedent court decisions and executive orders pertaining to civil rights. Guidelines are very general and require interpretation in their application to specific situations. The incumbent performs research using fair housing case files and case law in addition to his/her own methodology in reaching his/her findings and in recommending programs and/or policy changes. Incumbent must use a high degree of judgment and ingenuity in applying very general guidelines to a wide variety of broad and difficult operating problems.

FACTOR 4. COMPLEXITY

Assignments typically involve complex and sensitive matters requiring thorough and careful analysis and discretion when discussing them with persons in the Office of Policy and Legislative Initiatives. Programmatic assignments involve continuing advisory and consultative services to key officials within HUD, other federal agencies; state and local fair housing enforcement agencies, and national, state and local private fair housing groups, as well as to various segments of the housing industry.

Decisions regarding what needs to be done are made in the context of largely undefined civil rights issues for which precedents and findings are conflicting, non-existent, sketchy or not applicable. Due to the importance, sensitivity, and broad impact of the problems or issues the review is designed and carried out so that the many interrelated cause and effect relationships are deeply probed and conclusions are convincingly documented.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide a high level of services to FHEO while maintaining proper controls and adhering to regulatory guidelines. The purpose of assignments is to develop a national policy framework for assigned civil rights authorities and assure that those policies are properly executed by HUD staff. The work involves the performance of highly technical administrative assignments to solve a variety of problems, most of which are sensitive, confidential and often controversial in nature. The projects are broad and complex and are designed to provide support in the office's mission.

FACTOR 6 PERSONAL CONTACTS

Personal contacts are with officials within the HUD, Department of Justice, Fannie Mae, Freddie Mac, Department of Treasury, National Association of Realtors, National Association of Home Builders, National MultiHousing Council, National Association of Real Estate Brokers, National Association of Hispanic Real Estate Professionals, National Association of Asian American Real Estate Professionals. Other contacts are with officials in State and local fair housing enforcement agencies, civil rights and fair housing leaders throughout the country, Title VIII attorney's, representatives of the housing industry, and other political and community and housing industry representatives. These contacts are generally non-routine and deal with politically, socially and economically sensitive issues.

FACTOR 7 PURPOSE OF CONTACTS

The purpose of the contacts is to obtain, exchange or provide information and data, to discuss issues or programs relative to fair housing enforcement, identify possible solutions, secure the cooperation and utilization of programs and personnel of all agencies and organizations whose resources can be utilized to provide fair housing.

FACTOR 8. PHYSICAL DEMAND

Most work is primarily sedentary. Work sometime requires participation in meetings and negotiation sessions for long periods of time. The duties are frequently performed under stringent time constraints. Extended and frequent travel may also be required.

FACTOR 9. WORK ENVIRONMENT

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