

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: Special Assistant

5. PAY PLAN (2): GS

6. SERIES (4): 0301

7. GRADE (2): 14

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: yes 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: *Bryan Greene*

20. DATE (mm/dd/yyyy): 2/6/2004

21. SUPERVISOR'S NAME: Bryan Greene

22. SECOND LEVEL SUPERVISOR'S SIGNATURE:

23. DATE (mm/dd/yyyy):

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	2-5	650	7. Purpose of Contacts	3C	180	
3. Guidelines	3-5	650	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-6	450	TOTAL POINTS		3815	
					GRADE	GS-14

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: *Marlene Thrash*

30. DATE (mm/dd/yyyy): 1/30/2004

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) 14	6. IP NUMBER (8)
----------------------	---------------------------------------	--------------------	----------------	--------------------	------------------

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 1	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) 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 E	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 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
3							3									
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-301-14

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

The incumbent serves as a key advisor and expert and provides leadership and assistance on behalf of the DAS. Also 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.

Plans and 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.

Represents the DAS, in advising and assisting the Director, Office of Policy and Legislative Initiatives and Director, Office of Education and Outreach in the performance of their duties and in resolution of controversial complex situations. The Special Assistant serves in a liaison capacity on fair housing programs and all administrative matters and issues.

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.

Represents the DAS at meetings with program officials within and outside the Department. Expresses the viewpoint of the DAS and is authorized to commit the office to specific programs or courses of action.

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 an executive 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.

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

Develops policy on emerging fair housing and fair lending issues (including predatory lending).

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.

Develops systems evaluation of existing HUD programs as to their 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 preparing speeches, talking points and other communications for the Office

Director, Deputy Assistant Secretary, the Assistant Secretary for FHEO and the Secretary.

Works closely with the Office of Public Affairs in publicizing fair housing activities and responding to press inquiries;

Develops strategies and instruments to inform the public of HUD's fair housing cases and initiatives.

Helps manage the content and organization of FHEO's website.

Coordinates 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.

Develops strategies for responding to proposed legislation or other proposals and prepares written responses.

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.

Carries 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;

Develops other program offices' understanding of fair housing requirements related to their respective programs. This includes planning training for other HUD offices and speaking at other program office events.

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.

Expert 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.

Detailed 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.

Detailed 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. A high level of analytical skill in order to recognize and define complex solutions

Outstanding skill and ability in applying the knowledge to deal with the complex and sensitive questions relating to the administration of the numerous and various civil rights mandates administered by the Assistant Secretary of FHEO.

Skill in preparing well written, critical analyses, 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.

Ability to communicate effectively, orally and in writing with audiences inside and outside the federal government.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent works closely with and reports directly to the Deputy Assistant Secretary for Policy and Legislative Initiatives. The employee exercises independent judgment in planning and carrying out assigned duties and recommends program initiatives. Individual tasks and projects are planned, designed and carried out by the incumbent independently. The incumbent is considered a technical authority on FHEO program matters, and his/her positions, decisions, and recommendations are normally evaluated by the DAS

only to assure consistency with broad Departmental goals and policies. Work assignments are accepted as technically authoritative. The incumbent has direct access to the Deputy Assistant Secretary and consults with him/her on matters of importance for which no clear precedent exists.

FACTOR 3. GUIDELINES

Guidelines are broadly stated, and nonspecific. The incumbent performs independent 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 uses a high degree of judgment and ingenuity in determining intent, and in interpreting and revising policy and regulatory guidance for use by others within FHEO. Serves as an expert in fair housing issues and in developing or interpreting guidance on program planning and evaluation.

FACTOR 4. COMPLEXITY

Assignments are to plan, direct and conduct broad studies, analyze and recommend decisions on highly complex and broad problems of a fundamental or precedent setting nature. Generally the problems dealt with involve a unique combination of facts, conditions and issues being studied for the first time.

Decisions regarding what needs to be done include largely unprecedented issues, ambiguous and highly complex conditions and major areas of uncertainty resulting from gaps or conflicts in laws, court decisions, regulations or policies being studied. The incumbent is called upon to determine the nature and scope of the problem, its cause and the appropriate Departmental remedy.

Assignments involve an in depth analysis of the fair housing enforcement efforts at all levels of government. The work requires a high degree of judgment in evaluating issues, identifying solutions to conflicting issues and recognizing needs for changes in program operations. Generally this involves

multiple, complex and interrelated issues having a potential substantial impact on the Department's fair housing law enforcement policy.

FACTOR 5. SCOPE AND EFFECT

The work of the position results in improvements in the overall implementation of FHEO programs in Headquarters and Field, which may include developing long rang policy plans, goals, objectives and education and outreach activities. The ultimate purpose of the Department's FHEO programs is to eliminate systemic barriers to equal opportunity in housing and to develop and maintain equal opportunity for participation in and benefit from all Departmental programs. 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 work contributes to the efficiency of daily operations of the office. The work involves the performance of highly technical programmatic 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 designated to provide support in the office's mission. Completion of assignments are vital to the Department's equal opportunity in housing mission, which particularly affect the fair housing practices of Federal, State, and local government and public and private organizations and institutions across the nation.

FACTOR 6 PERSONAL CONTACTS

Personal contacts are with high level 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 key 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. 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 identify and discuss controversial issues or programs relative to fair housing enforcement, identify possible solutions, advise and consult on policies, practices and proposals affecting fair housing enforcement and to secure the cooperation and utilization of programs and personnel of all agencies and organizations whose resources can be utilized to provide fair housing.

The purpose of the contacts is to develop and implement Memoranda of Understanding concerning the Fair Housing Act compliance in the low-income housing tax credits program, to expand rental housing opportunities for Hispanics and to boost minority homeownership and reduce housing discrimination. Contacts responsibilities also include providing technical guidance on fair housing matters to membership of housing industry associations and negotiating and implementing all instruments that effectuate that purpose.

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.