

POSITION DESCRIPTION
COVER SHEET

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"/>
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RECOMMENDED

4. TITLE Equal Opportunity Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 360	7. GRADE (2) 13
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) <i>William, Kiebert (Hdats, McConnell, Bradley, Dickerson, Shelton Vance (Fort Worth))</i>	

OFFICIAL

10. TITLE Equal Opportunity Specialist				17. CLASSIFIER (Name) M.D. Thrash	
11. PP (2) GS	12. SERIES (4) 360	13. FUNC.(2)	14. GRADE(2) 13	15. DATE (mm/dd/yyyy) 06/18/2004	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing & Urban Development	5th Systemic Investigation Office
2nd Office of the A/S for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Office of the DAS 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	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Jon L. Gant</i>	23. DATE (mm/dd/yyyy) 1/27/04
21. SUPERVISOR'S NAME Hope E. File		24. SECOND LEVEL SUPERVISOR'S NAME Jon L. Gant	
21a. SUPERVISOR'S TITLE Director, Systemic Investigation Office		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	1-7	1250	6. Personal Contacts	6-4	110	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	7-3	120	
3. Guidelines	3-4	450	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		3165	
					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 <i>Marlene Thrash</i>	30. DATE (mm/dd/yyyy) 1/20/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) FPL (GS-13) OPM PCS for 360 dtd 11/80	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./AGCY-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) 360	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38) Equal Opportunity Specialist		
6. HQ. FLD. CD (1) 2		7. SUP. CD. (1) 8		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) 06/16/2004		11. EARLY RET. CD. (1) 1 = Primary 3 = Foreign Svc. 2 = Secondary 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 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 A = No Change E = New Position/New FTE	
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) 06/16/2004					
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 4 = Sup./Program 7 = Equipment Development Guide 2 = Impact of Person 5 = RGEF 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)	

32. REMARKS

**Systemic Investigations Office
Equal Opportunity Specialist
GS-360-13**

INTRODUCTION

This position is located in the Office of Fair Housing and Equal Opportunity (FHOO), General Deputy Assistant Secretary, Office of the Deputy Assistant Secretary for Enforcement and Programs, Systemic Investigations Office. The position will be located in Headquarters and the Field, (2) Equal Opportunity Specialists, GS-360-13 will be located in Headquarters and (4) Equal Opportunity Specialists, GS-360-13 will be located in Fort Worth. The Systemic Investigations Office is responsible for identifying, coordinating, conciliating and otherwise managing the investigation of systemic complaints, Secretary-initiated investigations, complaints involving novel and/or complex issues and high profile complaints. The Systemic Investigations Office will also be responsible for the initiation of compliance reviews for recipients of federal financial assistance.

Issues include design and construction of multifamily housing, reasonable modifications, mortgage lending, homeowners' insurance, and zoning and land use. The issues raised in these complaints often are novel or complex and raise legal and policy issues of national importance. The results of these investigations are likely to establish legal precedents that have national implications which will further Fair Housing goals consistent with the Department's national priorities.

APPLICABLE LAWS/REGULATIONS

Applicable laws and implementing regulations include Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Section 109 of the Housing and Community Development Act of 1974 and E.O. 11063.

MAJOR DUTIES AND RESPONSIBILITIES

Provides support to the Office in formulating and implementing policies and procedures regarding Systemic and Secretary-initiated cases, which may involve both program compliance and enforcement issues. These cases are some of the most complex, controversial, and sensitive fair housing civil rights cases the Department processes.

Assists in the review of cases from Regional Offices for possible systemic implications. Ensures that systemic problems identified in one location are pursued in other locations.

Keeps superiors informed by means of oral and written reports, and analyses of the status of the activities in assigned areas and the actions taken or proposed to resolve operating problems and improve management.

Provides support to the Office in developing guidance for Headquarters and FHOO Field Office staff in analyzing systemic investigative processes and preparing determinations.

Provides support to the Office in developing standards, regulations, rules, guidelines, and handbooks for the administration of Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in most of the nation's housing, public and private, and which is directly administered and enforced by HUD. These issuances are effective nationwide and are applicable to all dwellings within the purview of the Fair Housing Act.

Assists in the conduct of special and complex on-site evaluations and reviews performance activities of enforcement staff to determine if enforcement activities are in accordance with national policy, directives, rules and regulations and assists in the preparation of reports relating to such activities making recommendations to remedy deficiencies or to achieve greater efficiency in the program.

Assists in responding to all systemic case-related correspondence, as well as sensitive and critical correspondence concerning statutory responsibilities, including Congressional inquiries, and requests for reviews of determinations.

Provides support in the drafting of policy positions having national impact in relation to systemic cases, or in relation to the elimination of housing discrimination and directs responses to Congressional inquiries defining HUD policy with respect to the assigned responsibilities of the Office.

Requests, receives and critiques reports from the field; informs and makes recommendations regarding all aspects of program operations at all management levels.

Provides support to the Office in developing the Systemic Office's component of the Management Plan, Budget and other management instruments.

Assists in preparing formal comments, or otherwise makes substantive recommendations with respect to proposed legislation, regulations, guidance or policy affecting HUD's fair housing and equal opportunity programs and obligations.

Factor 1. Knowledge Required

A thorough knowledge of the principles and concepts in the field of equal opportunity including a thorough knowledge of relevant laws, legal principles, and history in the field and broad knowledge of the legal and administrative processes, by which equal opportunity laws are implemented

A working knowledge of the trends in FHEO programs, and the management and utilization of up-to-date information within the field in order to provide FHEO staff with information upon which to develop solutions to significant problems of potentially broad impact.

Comprehensive knowledge of compliance practices, procedures, and techniques and management requirements of the programs is required.

Demonstrated skill in fact finding, analysis, problem solving, writing, and consulting to identify problems and recommend solutions within assigned organizational components.

Factor 2. Supervisory Controls

Work is done under the supervision of the Director, who provides guidance as to major Departmental objectives, priorities and policies, and who is available for consultation. The employee exercises independent judgment in planning and carrying out assigned duties, which involves selecting the appropriate techniques. The Director will address matters concerning substantive questions. The Director relies on the working level of expertise of the incumbent in assuring that overall goals and objectives are met.

The work is reviewed in terms of overall accomplishments, meeting of critical deadlines and deliverables and compliance with Departmental laws and regulations.

Factor 3. Guidelines

Guidelines include Departmental Handbooks, Notices, administrative and court precedent decisions and policy statements. Guidelines are subject to continuous interpretation and revision as the result of court decisions, new legislation and administrative practices.

The incumbent uses sound judgment in adapting policies to solve problems associated with evidence of systemic discrimination in housing or the effects of past discrimination. Equal Opportunity Specialists will be required to develop plans for compliance reviews of housing recipients that will focus on discrimination issues within the intent of the laws, regulations and established precedents.

Factor 4. Complexity

The work involves assisting in conducting investigations, compliance reviews and analyses of relatively complex FHEO problems and issues, and identifying operational and programmatic deficiencies.

Assignments are difficult because of their broad scope, complexity (novel and complex cases, which include design and construction, discriminatory financing, steering, reasonable accommodation/modification, discriminatory brokerage services), the number of possible approaches and the need to decide on an approach that will produce the best results. The work requires the development of recommendations to change management policies and practices to improve compliance results in the assigned organization.

Factor 5. Scope and Effect

The purpose of the work is to assist in managing a comprehensive National effort to maximize all programs and resources, which can be directed toward ending discrimination in housing. Work product has a major impact on the policies, practices and the operational effectiveness of the assigned organization components.

Factor 6. Personal Contacts

Personal contacts are with top-level officials of state and local government, other federal agencies, managers, staff officials, Departmental attorneys, and staff representatives of the housing industry. These contacts are usually of a non-routine nature.

Factor 7. Purpose of Contacts

The purpose of the contacts is to identify and discuss issues or programs relative to fair housing enforcement, and identify possible solutions. Another purpose is to obtain essential information from those individuals.

Factor 8. Physical Demands

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required.

Factor 9. Work Environment

The work involves normal risks associated with working in an adequately lighted and ventilated office. Travel is required.