

REASON FOR THIS POSITION

1. NEW <input 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

AS2817

RECOMMENDED

4. TITLE Supervisory Equal Opportunity Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 0360	7. GRADE (2) 15
8. WORKING TITLE (Optional) Director, Fair Housing Assistance Program Division	9. INCUMBENT (Optional) Valerie Hayes		

OFFICIAL

10. TITLE
Supervisory Equal Opportunity Specialist

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 Housing and Urban Development	5th Office of Enforcement
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Fair Housing Assistance Program Division
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary 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 <i>Myron P. Gant</i>	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Myron P. Gant</i>	23. DATE (mm/dd/yyyy) 12-31-03
21. SUPERVISOR'S NAME Office of Enforcement	24. SECOND LEVEL SUPERVISOR'S NAME Jon L. Gant		
21a. SUPERVISOR'S TITLE Office of Enforcement	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			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
See attached Classification GSSG and GS-360 Evaluations					GRADE

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>Lewis C. Anderson</i>	30. DATE (mm/dd/yyyy) 07/13/04
31. NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist
32. REMARKS Ref Used: Equal Opport Compliance Series, GS-0360; and Gen Schedule Supervisory Guide	33. OPM CERTIFICATION NUMBER

LCA

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. No. (6)	5. GRADE (2)	6. IP NUMBER (8)
----------------------------	-------------------------------	------------	----------------	--------------	------------------

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38)		
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGEG 2 = Mgr. SGEG 3 = Sup. CSRA 4 = Mgmt. CSRA 5 = Leader LGEG 6 = 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)		
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	4. POS. SENS (3) O = Excepted but not A, B, C 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LVL. (4)					
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 No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or Series 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)
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGEQ 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		5 = Series Change		9 = Other	
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
								6 = Pos. Upgrade	7 = Pos. Downgrade
								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

**Fair Housing Assistance Program Division
Supervisory Equal Opportunity Specialist
GS-360-15 Director**

INTRODUCTION

The incumbent is located in the Office of Deputy Assistant Secretary for Enforcement and Programs, Office of Enforcement, Fair Housing Assistance Program Division. This Division is responsible for oversight and management of FHEOs non-competitive funding program. The Division is responsible for assisting Federal, State and local public and private agencies in developing and executing fair housing enforcement programs. Further the Division reviews State and local fair housing laws and certifies laws to determine that they are substantially equivalent to the Federal Fair Housing Act. The Division is also responsible for providing funding to those substantially equivalent agencies to conduct case processing, training, education and outreach, partnership activities, and providing and improving agency data and information systems, and capacity-building activities.

The incumbent is responsible for administering The Fair Housing Assistance Program (FHAP).

DUTIES

Manages and supervises the activities of the Fair Housing Assistant Program Division. The staff includes five professionals and one support staff member, (1) Program Analyst, GS-343-14, (3) Equal Opportunity Specialist, GS-360-13, (1) Program Analyst, GS-343-13, and (1) Clerk Typing, GS-322-4.

Supervises a staff and manages other resources to achieve maximum efficiency and balance in utilizing the resources assigned. Plan work to be accomplished by subordinates, set and adjust short-term priorities and prepare schedules for completion of work. Assigns work to subordinates based on priorities of the office and ensures work is efficiently and effectively carried out. Evaluates work performance of subordinates, developing budget and administering and managing funds. Establishes goals, objectives and activities for the division. Responsible for identifying training needs and ensures the staff receive proper training. Also responsible for counseling, disciplinary actions, awards, merit staffing, reassignments, rotations, promotions, delegating responsibilities, and other actions.

Recommends, initiatives and develops the standards, guidelines, procedural and evaluative requirements pursuant to Part 115 of HUD's regulations for certification of substantial equivalency status of State and local fair housing enforcement agencies, and recommends, initiates and develops needed revisions to those regulations. Develops procedures for conducting conferences authorized by the Substantial Equivalency regulation to provide State and local agencies an opportunity to present information concerning the granting or withdrawal of recognition.

Directs the development of Memoranda of Understanding relating to certification of substantial equivalency status and reviews such documents for conformity with current policy and applicable laws and regulations.

Directs the review and evaluation of administrative programs of State and local agencies administering fair housing laws and their performance in the enforcement activities under such laws to assist in determining whether or not State and local fair housing agencies should be granted substantial equivalency. Subsequent to such certification, determines, upon review, whether the substantial equivalency should be maintained or withdrawn.

Recommends, initiates and drafts Federal Register notices of proposals to grant, deny, or withdraw substantial equivalency status to State and local agencies for the Assistant Secretary for FHEO and the Director of the Office of Fair Housing enforcement and compliance. Directs the review of comments from private and public agencies and individuals supporting or opposing the granting of substantial equivalency to State or local agencies.

Recommends, initiates, develops and revises formulas for allocation of resources for the Fair Housing Assistant Program, descriptions of program components, criteria for eligibility, and proposal application forms for funding of State and local governmental agencies.

Directs or participates in the development of cooperative agreements relating to approved components of agency proposals under the Fair Housing Assistance Program.

Writes substantive, interpretive and procedural regulations and formal guidelines for affirmative administration of the Fair Housing Amendments Act of 1998, as affecting Federal, State and local fair housing programs.

Develops, schedules and arranges fair housing national conferences and training related to the FHAP programs.

Drafts, prepares formal comments, or otherwise makes substantive recommendations with respect to proposed legislation affecting HUD's fair housing and equal opportunity programs and obligations as it relates to FHAP.

Participates in the development of training modules and materials, and participates as an instructor in training activities for FHAP and Title VI programs.

Participates in the preparation of briefing books related to fair housing, for presentation before Congressional committees.

Recommends and drafts policy statements for the Office Director and prepares analysis involving complex and significant policy issues.

Prepares portions of testimony for OPM and Congressional hearings regarding budget proposals related to the work of the Division.

Assists in preparing policy briefings and presentations to high-level officials.

Represents the Office and Department at conferences held by officials of other government agencies. Provides technical assistance and advice to the Office Director in formulating policies, programs, methods, and new and revised procedures.

Participates with Office Director in review of and makes recommendations on improvement of work methods, and program and organizational initiatives.

Sets long and short range plans and operating objectives for the Division that include clearly stated, quantified and measurable objectives, to measure performance both in terms of achievement and efficient use of resources.

Develops staff, at all levels, in terms of their technical and supervisory capabilities to insure using their potential to the fullest extent toward achievement of the Division mission.

Prepares annual budgetary data and estimates for current and ensuing fiscal years, taking into consideration present and anticipated workload volume and staff year requirements.

Factor 1. Knowledge Required

Expert knowledge of the fair housing laws, regulations, guidelines, and procedural requirements and their relationship to State and local fair housing enforcement agencies having and/or seeking substantial equivalency

Knowledge and ability to plan, organize, and conduct conferences about substantial equivalency for State and local agencies presenting information about the grant process and withdrawal of recognition process.

Skill in developing new standards, guidelines, and procedures pursuant to Part 115 of the HUD regulations for certification for substantial equivalency for State and local enforcement agencies.

Highly developed skill in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, in oral and written communication.

Ability to recommend, initiate, and draft Federal Register notices regarding the denying or granting status of substantial equivalency for State and local enforcement agencies.

Expert knowledge of the Department's grant's management, budget laws and regulations, the Fair Housing Act and FHEO's mission, HAP programs, and legislative history, in order to develop policies to implement FHAP program goals nationwide and to ensure compliance with regulations in place.

Ability to develop materials, training modules, and Title VII training program, and to present that training to staff, State, and local agencies

Mastery of current substantial equivalency policy issues in order to draft comments, new policy statements, testimonies, and briefing statements for higher level officials and Congress.

Superior management skills for improving and developing office practices, procedures, and work methods as well as developing measurable operative performance objectives.

A broad and comprehensive knowledge of all aspects of Budget formulation and allocation for preparing current and projected fiscal reports and staff year requirements.

Factor 2. Supervisory Controls

The incumbent serves under the general supervision of the Office Director. The incumbent is responsible for independently carrying out assignments. The incumbent functions independently on a project basis in planning and managing assignments, independently determining the proper scope of the project, the methods to be used to achieve the objective and discusses only unusual situations with the supervisor. Work products are considered technically authoritative and are normally accepted without change. Policy recommendations are reviewed in terms of overall Departmental goals, objectives and policies.

Factor 3. Guidelines

Guidelines include applicable laws, administrative and court-precedent decisions, and policy statements that are broadly stated. The incumbent performs independent research using his/her own methodology in reaching findings and in recommending programs and/or policy changes.

Independent seasoned judgment is needed to apply broad equal opportunity principles to very complex and unique socio-economic and political factors affecting the delivery of HUD programs. The expert uses a high degree of judgment and ingenuity in adapting policies to solve extremely complex problems and in developing new methods for use by FHEO staff.

Factor 4. Complexity

The incumbent must interact with Headquarters staff, field staff, and State and local agency personnel providing guidance in all aspects of the FHAP Program. The incumbent serves as an expert regarding the laws, rules, regulations, policies, and procedures for the administration of the substantial equivalency program.

The incumbent must possess a complete knowledge of all current policies and procedures and keep abreast of new laws and legislation approved by Congress regarding the substantial equivalency process. The incumbent must conduct his/her assignments with thoroughness and with accuracy especially assignments related to budgetary issues. The incumbent must provide guidance to other staff persons in the completion of their assignments, often determining the nature of the assignment and the method chosen to complete the assignments.

Factor 5. Scope and Effect

The purpose of the work is to manage a comprehensive national effort to maximize all programs and resources that can be directed towards ensuring that civil rights requirements are included in all HUD funded activities; ensure accurate and timely grants management activities are carried out; and, that state and local fair housing enforcement agencies are provided comprehensive assistance.

Carrying out the purpose of the work results in the Department's implementation of programs that included civil rights requirements; efficient use of federal funds by the Office's fair housing partners which by itself assists the Department in affirmatively furthering fair housing throughout the United States; and enhancing the Department's ability to ensure consistent enforcement of fair housing laws in the United States. It also increases awareness by persons residing in the United States of their rights under the federal Fair Housing Act as well as the fair housing laws of substantially equivalent state of local agencies.

Factor 6. Personal Contacts

Personal contacts include county and city officials, department heads, heads of housing authorities, heads of industry association (e. g., real estate, construction, banking), community and civil rights leaders, mayors, as well as a variety of management in HUD and other Federal agencies.

Factor 7. Purpose of Contacts

The purpose of the contacts is to negotiate or conciliate resolutions to highly controversial or major issues, or to communicate, justify, or defend decisions on major controversial issues.

The incumbent regularly negotiates with officials and others concerning those aspects of agency funded programs and projects that have an impact on fair housing or equal opportunity. Many issues are strongly contested, but incumbent must maintain firmness, objectivity, maturity and a high degree of professionalism in bringing difficult issues to a reasonable and sound resolution. The purpose of contacts with Department program managers is to create awareness, identify major FHEO problems and concerns and to seek workable solutions and to make recommendations to management on the approval or disapproval of assistance for HUD funded organizations; to advise and counsel FHEO management and others of potential major problems affecting Department policies and goals. The purpose of the contacts with other officials is to grant or deny certification status. This contact may also involve finding problems with current grantees and finding solutions to those problems to ensure that their substantial equivalency status is not withdrawn.

Factor 8. Physical Demand

Work requires some travel for training sessions and conferences. Participation in frequent meetings for long periods of time is required. Walking, standing, bending, driving and carrying light materials are required.

Factor 9. Work Environment

Work is generally performed in an office that is properly heated and ventilated. The employee visits other offices in the Department and attends meetings outside of the Department.

POSITION EVALUATION REPORT

I. Location: HUD, Assistant Secretary for Fair Housing and Equal Opportunity, General Deputy Assistant Secretary, Deputy Assistant Secretary for Enforcement and Programs, Office of Enforcement, and Fair Housing Assistance Program Division

Background: The incumbent Valerie Hayes is presently the GS-340-15 Deputy Director, Office of Programs and will be reassigned as the Director of this new Division. The staff will include (1) Program Analyst, GS-343-14, (3) Equal Opportunity Specialist, GS-360-13, (1) Program Analyst, GS-343-13, and (1) Clerk Typing, GS-322-04.

References: Reference Used: (a) Position Classification Standard for Equal Opportunity Compliance Series, GS-360, TS-49, November 1980 and (b) General Schedule Supervisory Guide (GSSG), June 1998 and April 1998

II. Title and Series Determination: The incumbent serves as Director, Fair Housing Assistance Program (FHAP) Division, which is the recommended working title. The incumbent is responsible for oversight and management of FHEOs non-competitive funding program. The Division is responsible for assisting Federal, State, and local public and private agencies in developing and executing fair housing enforcement programs. Accordingly, the position belongs in the Ref (a). The position also serves as a supervisor and manager as defined in Ref (b), therefore, the appropriate title and series of the position is Supervisory Equal Opportunity Specialist, GS-360.

III. Grade Determination: The reference (a) will be used to evaluate the nonsupervisory duties and responsibilities of the position.

Factor I - Knowledge Required by the Position The position meets Level 1-8 and is assigned 1550 points. As required at this level, the incumbent must have expert knowledge of fair housing laws, regulations, guidelines, and procedural requirements and their relationship to State and local fair housing enforcement agencies having and/or seeking substantial equivalency. Expert knowledge of the Department's grants management, budget laws, and regulations, the Fair Housing Act and FHEO's mission, HAP programs, and legislative history, in order to develop policies to implement FHAP program goals nationwide and to ensure compliance with regulations in place. Mastery of current substantial equivalency policy issues in order to draft comments, new policy statements, testimonies, and briefing statements for higher level officials and Congress. As required at this level, the incumbent must have a board and comprehensive knowledge of all aspects of Budget formulation and allocation for preparing current and projected fiscal reports and staff year requirements.

Factor 2 - Supervisory Controls The position meets Level 2-5 and is assigned 650 points. As required at this level, the incumbent is responsible for independently carrying out assignments; and functions independently on a project basis in planning and managing assignments, independently determining the proper scope of the project, the methods to be used to achieve the objective and discusses only unusual situations with the supervisor. Work products are considered technically authoritative and are normally accepted without change. Policy recommendations are reviewed in terms of overall Departmental goals, objectives and policies.

Factor 3. Guidelines The position meets Level 3-5 and is assigned 650 points. As required at this level, the guidelines include applicable laws, administrative and court-precedent decisions, and policy statements that are broadly stated. The incumbent performs independent research using his/her own methodology in reaching findings and in recommending programs and/or policy changes; uses independent seasoned judgment to apply broad equal opportunity principles to very complex and unique socio-economic and political factors; is recognized as an expert; and uses a high degree of judgment and ingenuity in adapting policies to solve extremely complex problems and in developing new methods for use by FHEO staff.

Factor 4. Complexity The position meets Level 4-6 and is assigned 450 points. As required at this level, the incumbent must interact with Headquarters staff, field staff, and State and local agency personnel providing guidance in all aspects of the national FHAP Program. The incumbent serves as an expert regarding the laws, rules, regulations, policies, and procedures for the administration of the substantial equivalency program. The incumbent must possess a complete knowledge of all current policies and procedures and keep abreast of new laws and legislation approved by Congress regarding the substantial equivalency process.

Factor 5. Scope and Effect The position meets Level 5-6 and is assigned 450 points. As required at this level, the scope of the work is to manage a comprehensive national effort to maximize all programs and resources that can be directed towards ensuring that civil rights requirements are included in all HUD funded activities; and that state and local fair housing enforcement agencies are provided comprehensive assistance.

The effect of the work results in the Department's implementation of programs that include civil rights requirements; efficient use of federal funds by the Office's fair housing partners which by itself assists the Department in affirmatively furthering fair housing throughout the United States; and enhancing the Department's ability to ensure consistent enforcement of fair housing laws in the United States.

Factor 6. Personal Contacts The personal contacts meets Level 6-4 and is assigned 110 points. Personal contacts are with county and city officials, department heads, heads of housing authorities and industry association (e.g., real estate, construction, banking), community and civil rights leaders, mayors, and other Federal agencies managers.

Factor 7. Purpose of Contacts The purpose of contacts meets Level 7-4 and is assigned 220 points. The purpose of contacts is to negotiate or conciliate resolutions to highly controversial or major issues, or to communicate, justify, or defend decisions on major controversial issues.

Factor 8. Physical Demands The position meets Level 8-1 and is assigned 5 points.

Factor 9. Work Environment The position meets Level 9-1 and is assigned 5 points.

Grade Level Determination: The total number of points assigned for the nine factors is 4090 points and that converts to a grade level determination of GS-15 when compared to the conversion chart. The point-to-grade conversion chart GS-15 range is 4055 and up.

Classification Determination: The nonsupervisory work of the position has been evaluated against the Ref (a) and found to meet the GS-360-15 level.