

REASON FOR THIS POSITION

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

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE Supervisory Equal Opportunity Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 360	7. GRADE (2) 15
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)		

OFFICIAL

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

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th Systemic Investigation Office
2nd Office of the AS 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 <i>Jon L. Gant</i>	20. DATE (mm/dd/yyyy) 1 Feb 04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Jon L. Gant	24. SECOND LEVEL SUPERVISOR'S NAME Floyd O. May		
21a. SUPERVISOR'S TITLE Deputy Assistant Secretary for Enforcement and Programs	24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary		

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		
					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>Marlene Thrash</i>	30. DATE (mm/dd/yyyy) 8/20/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS GSSG Evaluation Attached	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/VR	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 15	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) Supv. Equal Opportunity Specialist			
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 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)	
17. INTERDIS. TITLE CD. (50)		(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")								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									
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) 8888		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 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		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. ASN. (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
Supervisory Equal Opportunity Specialist
GS-360 -15**

INTRODUCTION

This position is located in the Office of Fair Housing and Equal Opportunity (FHEO), General Deputy Assistant Secretary, Office of the Deputy Assistant Secretary for Enforcement and Programs, Systemic Investigation Office (duty station Fort Worth). The Systemic Investigations Office is responsible for identifying, coordinating, conciliation and otherwise managing the investigations of systemic complaints, Secretary-initiated investigations, complaints involving novel and/or complex issues and high profile complaints. The Systemic Investigations Office is also 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.

The incumbent serves as the Director, Office of Systemic Investigations, and is responsible for managing the systemic investigations and provides support to the FHEO HUB Directors in processing systemic, Secretary-initiated and novel and/or complex complaint investigations.

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 of 1990, Section 109 of the Housing and Community Development Act of 1974 and E.O. 11063.

MAJOR DUTIES AND RESPONSIBILITIES

Manages and supervises the activities of the Systemic Investigation Office. The staff includes eight professionals located in Headquarters and the Field, (1) Equal Opportunity Specialist, GS-360-15 (Atlanta), (1) Equal Opportunity Specialist, GS-360-14 (Headquarters), (4) Equal Opportunity Specialists, GS-360-13 (Fort Worth), (2) Equal Opportunity Specialists, GS-360-13 (Headquarters), and one support Equal Opportunity Assistant, GS-361-7 (Fort Worth).

The Director supervises a staff and manages other resources to achieve maximum efficiency and balance in utilizing the resources assigned. Develops and implements a plan to carry out the functions of the office and utilizes staff to accomplish goals of identifying and processing systemic cases.

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. Incumbent has responsibility for counseling, disciplinary actions, awards, merit staffing, reassignments, rotations, promotions, delegating responsibilities, and other actions. Resolves personnel related issues brought forth by subordinates.

Formulates and implements policies and discharges responsibilities regarding Systemic and Secretary-initiated cases. These complaints are regarded as complex, controversial, and sensitive fair housing civil rights cases.

The Director serves as the contact person with the Office of General Counsel for all matters relating to Systemic administrative enforcement.

Reviews and assess cases from FHEO Regional and Field Offices for possible systemic implications and recommends processing in the application of FHEO policy.

Develops guidance for Headquarters and FHEO Field Office staff in analyzing systemic investigative processes and preparing determinations.

Develop standards, regulations, rules, guidelines, and handbooks for the implementation of Title VIII of the Civil Rights Act of 1968, and other civil rights laws enforced by the Department.

Identifies problems or issues and recommends solutions to senior FHEO management on the handling, processing and resolution of matters affecting FHEO investigative activity.

Conducts complex on-site evaluations and reviews performance activities of enforcement and program staff to determine if activities being carried out are in accordance with national policy, directives, rules and regulations and prepares reports relating to such activities making recommendations to remedy deficiencies or to achieve greater efficiency in the program.

Acts as a liaison and coordinates with other FHEO staff, Department staff, and agencies, to effectively carry out the functions of the Division. Addresses cross-program issues and establishes contacts within the program offices to ensure that the Department's mission is being carried out from all perspectives.

Serves as the contact person for all FHEO HUB Directors on the processing and resolution of Systemic, Secretary-initiated and other identified cases having national impact.

Develops directives and guidelines for FHEO Field Offices and Headquarters staff on particularly difficult and complex systemic investigations and conciliation. Represents the Department as the technical expert in those investigations and conciliations involving corporate officials in the housing industry operating extensive facilities or involving

multi-state operations and which require comprehensive investigative facilities and conciliation skills as well as expertise and knowledge of current Federal and state court decisions affecting the fair housing law. These cases, when completed, are to be considered models in the development of training materials for staff and, as such, must display superior skill and ability in the investigation analysis, or conciliation of the same.

Ensures that all written products that respond to systemic case-related issues, as well as sensitive and critical correspondence concerning statutory responsibilities, including Congressional inquiries, and requests for reviews of determinations are completed timely and are substantively accurate.

Consults and meets with officials of the Department of Justice in matters where there is involvement of both Departments to assure consistency of approach in formulating and drafting remedies.

Consults and meets with officials of the U.S. Department of Justice, U.S. Department of Agriculture, Veterans Administration, Small Business Administration and other Departments and agencies with housing programs to assure uniform and effective enforcement of Title VIII, Executive Order 11063 requirements and the development of affirmative and consistent policy relating thereto.

Drafts policy papers having national impact in relation to systemic cases, or in relation to the elimination of housing discrimination and draft responses to Congressional inquiries defining HUD policy with respect to the assigned responsibilities of the Branch.

Consults in the development of legislative proposals and required justification, which are identified as necessary to carry out planned activities of the Office.

Prepares testimony for Congressional hearings regarding budget proposals related to the work of the Office.

Develops the Systemic Office's component of the Management Plan, Budget and other management instruments.

Prepares 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 by the Position

A mastery of the principles and concepts of the field of equal opportunity including a thorough knowledge of relevant laws, legal principles, and history of the field and broad knowledge of the legal and administrative processes, by which equal opportunity laws are implemented. Serves as a recognized authority assisting HUD policy makers and subject matter experts. Outstanding mastery of equal opportunity is typically demonstrated by the following:

A mastery 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 with potentially broad impact.

An expert on all aspects of FHEO related to HUD programs, communities being served in the jurisdiction, disadvantaged groups, and Federal, State and local government administrative processes by which civil rights laws are implemented; and is recognized as having skill in developing significant new, broad jurisdictional programs which will have a deep impact on disadvantaged groups in terms of better housing, living environment, employment and business opportunities.

- Broad and in depth knowledge of all housing, public housing and community development programs, particularly knowledge of the program requirements as related to FHEO. Based on this knowledge, recommends approval or disapproval of proposals for agency-funded programs after technical evaluation of the proposal's compliance with fair housing and equal opportunity laws, regulations, and policies. Provides technical assistance to private developers, housing authorities, local governments and other recipients of, or applicants for, agency program funds to assist them in meeting the FHEO requirements of the program.
- Expert knowledge of laws, regulations and procedures governing civil rights.
- Highly developed skill in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, in oral and written communication. Must possess skill in analyzing the causes and effects of discrimination, and in formulating corrective actions.

Mastery knowledge of basic laws, rules, regulations and statutes prohibiting discrimination in housing, employment, and business opportunities as related to the requirements of FHEO.

Skill in the performing complex investigations.

Detailed knowledge of the geographical areas being served. This includes a knowledge of the local government and business institutions, as well as social and economic factors that apply to FHEO issues.

Ability to evaluate programs of civil rights compliance in housing to make an assessment of work activities and to draw valid conclusions.

Factor 2. Supervisory Controls

The incumbent serves under the general supervision of the Deputy Assistant Secretary for Enforcement and Programs. 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. Independent decisions regarding work priorities are normally un-reviewed prior to final action assuming consideration is given to overall requirements. The Director

relies on the technical expertise of the incumbent in assuring that overall goals and objectives are met.

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 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 work involves conducting investigations and performing complex reviews and analyses of FHEO problems and issues, identifying operational and programmatic deficiencies and recommending decisions on highly complex and broad investigations and to perform compliance reviews of fair housing policies, and practices of recipients of federal monies.

Decisions in this work regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation of the process. A diversity of complex factors such as housing and population trends, employment patterns, municipal services, housing discrimination and political situation must be evaluated in the decision making process.

The organization is highly complex with multiple layers of management, many programmatic areas, and a wide variety of difficult FHEO problems that have been particularly resistant to past efforts in solving. Recommendations by the incumbent are often given serious consideration due to his/her expertise in the fair housing field.

Factor 5. Scope and Effect

The purpose of the work is to oversee a comprehensive FHEO program which includes an enforcement system, investigation function, and providing consulting services to management for FHEO on a broad range of FHEO issues - including systemic problems which have been particularly resistant to past efforts at solution.

The work results in resolution of individual discrimination cases. These results are based on the presentation of factual information to be used in arriving at a judicial conclusion.

The work results in resolution of a wide variety of problems. These include individual or class action discrimination complaints, elimination of systemic barriers to equal opportunity, in housing and community services, and elimination of widespread illegal practices in public or private areas that are supported with Department funds.

The work results in substantially improved opportunity for employment, housing, business opportunity, community development, and other services and benefits for classes of persons who otherwise would have less than equal opportunity.

Additionally the purpose of the work is to provide expert guidance and superior technical assistance and or advice in fair housing and equal opportunity matters within the geographical area served.

Factor 6. Personal Contacts

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

Factor 7. Purpose of Contacts

The purpose 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 legal representatives of local jurisdictions and others concerning those aspects of agency funded programs and projects that have an impact on fair housing or equal opportunity. These negotiations typically involve issues that are important because of their significant economic impact and local political sensitivity. 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, to 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.

Contacts sometimes are hazardous because individuals or members of extremist groups (e.g., Ku Klux Klan, American Nazi Party, etc.) may be in attendance and often incite individuals or groups to violent actions directed at those who have the responsibility for enforcing civil rights laws.

Factor 8. Physical Demands

The physical and psychological demands of this position can create a great degree of mental stress and physical fatigue. Walking, standing, bending, driving and flying long distances are required of the incumbent. Negotiation and conciliation sessions are often protracted.

Factor 9. Work Environment

Work is generally performed in offices and conference rooms, and includes visits to field offices and Headquarters that involve everyday risks and discomforts and require normal safety precautions. There are numerous accounts of attacks on civil rights officials who were injured while on official busing