

| REASON FOR THIS POSITION                      |  |   |
|---|--|---|
| 1. NEW<br><input checked="" type="checkbox"/> | 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER<br><input type="checkbox"/> | 3. REPLACES PD NUMBER<br><input type="checkbox"/> |

**POSITION DESCRIPTION  
COVER SHEET**

|  |  |                   |                         |                |
|--|--|-------------------|-------------------------|----------------|
| <b>RECOMMENDED</b>                           |  |                   |                         |                |
| 4. TITLE<br>Public Housing Senior Specialist |  | 5. PAY PLAN<br>GS | 6. SERIES<br>1101       | 7. GRADE<br>14 |
| 8. WORKING TITLE (Optional)                  |  |                   | 9. INCUMBENT (OPTIONAL) |                |

|   |                    |   |                 |                |
|---|--------------------|---|-----------------|----------------|
| <b>OFFICIAL</b>                               |                    |   |                 |                |
| 10. TITLE<br>Public Housing Senior Specialist |                    |   |                 |                |
| 11. PP<br>GS                                  | 12. SERIES<br>1101 | 13. FUNC  | 14. GRADE<br>14 | 15. DATE       |
|   |                    | 16. I/A<br><input type="checkbox"/> YES <input type="checkbox"/> NO |                 | 17. CLASSIFIER |

|  |     |
|--|-----|
| <b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>            |     |
| 1st Assistant Secretary for Public & Indian Housing            | 5th |
| General Deputy Assistant Secretary for Public & Indian Housing | 6th |
| 2nd Director, Field Operations Staff                           | 7th |
| 4th HUB Field Office   | 8th |

|   |          |   |                     |
|---|----------|---|---------------------|
| <b>SUPERVISOR'S CERTIFICATION</b>   |          |   |                     |
| 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 | 22. SECOND LEVEL SUPERVISOR'S SIGNATURE<br><i>Cheryl A. Teninga</i>                               | 23. DATE<br>9/24/97 |
| 21. SUPERVISOR'S NAME AND TITLE<br>Director<br>Office of Public Housing   |          | 24. SECOND SUPERVISOR'S NAME AND TITLE<br>Cheryl A. Teninga<br>Director<br>Field Operations Staff |                     |

| <b>FACTOR EVALUATION SYSTEM</b> |             |            |                        |             |              |       |
|---------------------------------|-------------|------------|------------------------|-------------|--------------|-------|
| FACTOR                          | 25. FLD/BMK | 26. POINTS | FACTOR                 | 25. FLD/BMK | 26. POINTS   |       |
| 1. Knowledge Required           | 1-8         | 1550       | 6. Personal Contacts   | 3           |              |       |
| 2. Supervisory Controls         | 2-5         | 650        | 7. Purpose of Contacts | C           | 180          |       |
| 3. Guidelines                   | 3-5         | 650        | 8. Physical Demands    | 8-1         | 05           |       |
| 4. Complexity                   | 4-5         | 325        | 9. Work Environment    | 9-1         | 05           |       |
| 5. Scope and Effect             | 5-5         | 325        | <b>TOTAL POINTS</b>    |             | 3690         |       |
|                                 |             |            |                        |             | <b>GRADE</b> | GS-14 |

|  |                              |
|--|------------------------------|
| <b>CLASSIFICATION CERTIFICATION</b>  |                              |
| I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards. |                              |
| 29. SIGNATURE<br><i>Bud Hein</i>   | 30. DATE<br>9-30-97          |
| 31. NAME AND TITLE<br>PMS, OHR, Personnel Policy Division  |                              |
| 32. REMARKS<br>US OPM PCS for the GS-1173 Series 4/81<br>TS-56 for Analogous Grade level criteria. US OPM<br>OCC Series Handbook for the GS-1101 Series dated 4/93   | 33. OPM CERTIFICATION NUMBER |

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**PUBLIC HOUSING SENIOR SPECIALIST  
OFFICE OF PUBLIC HOUSING  
GS-1101-14**

**INTRODUCTION**

The Public Housing Senior Specialist is located in the HUB Field Office or Program Center and is a senior advisor to the Director, Office of Public Housing or subordinate supervisor as assigned. The incumbent supports the day to day operations of field office(s) with technical assistance and advice and performs work assignments which may involve the interpretation of policies and procedures relating to PIH programs. The incumbent serves as the principal advisor within the field office or Program Center to resolve technical problems involving PIH activities and projects when necessary, and must be able to serve as a versatile generalist, handling a wide variety of matters within the scope of the Office's responsibilities.

**DUTIES AND RESPONSIBILITIES**

1. The Senior Specialist provides performance oversight, compliance assurance and technical assistance for Public Housing Agencies under the jurisdiction of the HUB Office and/or Program Center for the Department's public and assisted housing programs:

- Section 8 Housing Voucher, Certificate and Moderate Rehabilitation Programs.
- Capital Fund Programs [HOPE VI, Modernization, Development, etc.]
- Management Assessment Programs [i.e., PHMAP, SEMAP].
- Operating Fund Programs, Resident Self Sufficiency and Economic Independence Programs;

2. Leads and/or participates in on-site reviews, audits and surveys of PHA operations to determine compliance with contractual and regulatory obligations and/or to evaluate PHA management performance via PHMAP/SEMAP or a revised management assessment instrument. Team members will include peers from the HUB Field Office, staff from the Program Centers and relevant Management Centers. Assists the team in developing and carrying out recommendations when the housing authority management and local leaders are unable to improve performance and living conditions. Takes action to either correct compliance violations, by developing tailored training packages, information dissemination, etc., or recommending that potentially severe compliance issues be referred to the Inspector General;

3. Assesses (on a continual basis) the performance of the PHAs in meeting public and assisted housing goals, using available information for both the Low Rent Public Housing and Section 8 programs. Identifies performance trends which indicate a particular problem area and develops strategies for responding to these trends. Works with other Public Housing Field Office staff to identify trends and develop strategies for dealing with these broad trends;

4. Provides technical assistance on complex issues to staff in HUB and Program Centers and to housing authorities by responding to questions, identifying technical assistance needs, and developing tailored packages to address those needs using strategies such as peer assistance and local networking;

5. Analyzes PHMAP/SEMAP or a revised management assessment instrument scores/data, results of the physical inspections, audit findings and results of a customer service survey to identify trends, and develops strategies and unique plans to address extremely complex problems and issues;

6. Monitors the implementation and compliance with relevant PHA policies and procedures;

7. Utilizes available computer equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues, and generate appropriate work products;

8. Responds to questions/issues raised by staff in HUBs, Program Centers, Management Centers, Headquarters, residents of housing authorities, applicants, and outside parties;

9. Coordinates activities with all HUB, Program Center, Management Center and Headquarters staff as is deemed necessary;

10. Provides technical assistance and offers advice to HUB staff, Program Center staff, Management Center staff, or PHAs regarding the overall management and operations of HUD programs;

11. Reviews progress of Near Troubled PHAs or PHAs with Improvement Plans to ensure that targets are being met and to recommend corrective actions in those cases where performance shortfalls exist;

12. Reviews Risk Analysis assessments with pertinent staff to assure a performance oriented approach to the correction of PHA problems;

13. Assists HUB Field Office, Program Centers and Management Centers in achievement of Management Plan goals as they pertain to HUD programmatic and operational issues. Assesses Headquarters' provided reports, provides input for management plan reports and assists in the processing of waivers when required;

14. Assists in the identification, collection and dissemination of "Best Practices." Prepares analytical papers on programs assessing effectiveness and suggesting new policies and policy changes having local and/or national impact;

15. Initiates, convenes, and chairs meetings, workshops, seminars, and conferences, if necessary;

16. Serves on national task forces or teams to assist in the development of procedural guidelines or policy relating to the Low Rent Public Housing or Section 8 programs;

17. Acts as a programmatic, technical resource for Headquarters.

#### **Factor 1, Knowledge Required by the Position**

A mastery of the comprehensive knowledge of and skill in applying the rules, regulations and statutes and other controlling documents pertaining to all programs administered by PHA's

in order to propose appropriate solutions to complex problems with cross-cutting implications to other assisted housing programs is necessary. In addition, a mastery of analytical and valutive methods is necessary in order to enhance the effectiveness of PHA operations.

These knowledge requirements will assist the specialist in negotiating and conferring with groups to resolve controversial or complex issues.

#### **Factor 2, Supervisory Controls**

Assignments are given in general terms via overall Office goals and objectives as communicated by the Director or as identified through the Assessment Center. The incumbent is independently responsible for planning and carrying out assignments in coordination with other HUB Field Office staff, Program Center or Management Center staff on PHA-specific issues/problems after identifying problem areas and determining the need for additional analysis of PHA performance data. The incumbent is expected to provide expert advisory assistance and exercise judgement in developing solutions to complex problems either on an individual basis or as a member of a team.

Work is reviewed for consistent interpretation of legal precedents, equitable treatment of PHA's, impact on HUD policy and effectiveness in supporting program objectives.

#### **Factor 3, Guidelines**

Guidelines include legislative statutes, Departmental regulations, and HUD-PHA contractual agreements.

Precedents may be lacking, requiring the Senior Specialist to use experience and judgement in developing new and unique methods or techniques to solve complex problems based upon a thorough understanding of legislative intent and Departmental policies.

#### **Factor 4, Complexity**

The work involves performing complex reviews and analysis of PHAs, identifying operational and programmatic deficiencies and providing PHA management and field office staff with technical assistance. The incumbent must make decisions regarding needed action for management improvement, correction of deficiencies, efficient management and economy of operations based on experienced judgement to resolve problems. This includes recommending sanctions as necessary, and negotiating with project managers and tenants, as appropriate, on complex program matters.

The duties involve identifying and defining problems relating to factors such as local housing market trends, conditions, laws or pending legislation, and numerous other elements related to technological developments which would impact the clientele base.

The incumbent must be able to recognize the relationship of all public housing programs to the community at large in order to avoid problems when developing solutions or resolving identified problems.

The incumbent may be asked to serve on national task forces or teams established by Headquarters to assist in the development of procedural guidelines and/or policy.

**Factor 5, Scope and Effect**

The work involves evaluating and providing technical assistance on programs administered by PHAs; negotiating with PHA management and residents, and working with other HUD specialists or generalists in the HUB Field Offices, Program Centers, Management Centers and Headquarters staff on cross cutting issues or problems related to the Low Rent Public Housing and Section 8 programs.

**Factor 6, Personal Contacts**

Contacts are with employees in HUB Field Offices, Program Centers, Management Centers, Headquarters, staff at the local government/community level, staff at the PHAs, and PHA residents. Such contacts are usually established on an irregular basis, inside and outside of the agency.

**Factor 7, Purpose of Contacts**

Contacts are made to exchange information or clarify questions related to programmatic or Departmental policies to PHA staff, interested citizens, and other HUD employees. In addition, the incumbent may be frequently called upon to influence or persuade local housing officials to accept revised or modified schedules and plans or policy and technical requirements.

**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 or discomforts associated with working in an adequately lighted and ventilated office environment.

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