

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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**POSITION DESCRIPTION
COVER SHEET**

A52482

RECOMMENDED

4. TITLE Contractor Industrial Relations Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 12
8. WORKING TITLE (Optional) Contractor Industrial Relations Specialist	9. INCUMBENT (Optional)		

OFFICIAL

10. TITLE Contractor Industrial Relations Specialist					16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No		17. CLASSIFIER (Name) Paula Kelly	
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 12	15. DATE (mm/dd/yyyy) 07/29/03				

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Housing and Urban Development	5th
2nd Office of Departmental Operations and Coordination(ODOC)	6th
3rd Office of Labor Relations	7th
4th	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) 9/5/03	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME		24. SECOND LEVEL SUPERVISOR'S NAME	
21a. SUPERVISOR'S TITLE		24a. SECOND LEVEL SUPERVISOR'S TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-7	1250	6. Personal Contacts	6/7(3c)	180	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts			
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	5-4	225	TOTAL POINTS		2890	
					GRADE	12

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 	30. DATE (mm/dd/yyyy)
31a. NAME DIANNE WILKINS	31a. TITLE Human Resource Spec
32. REMARKS See Master Record/Position Data	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

KEY DATA

NCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU 83	3. SON (4) 4400	4. MR. No. (6) AS2482	5. GRADE (2) 12	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 1101	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38) Contractor Industrial Relations Specia				
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1		7. SUP. CD. (1) 8		8. CLASS. STD. CD. (1) X X = New Std. Applied Blank = NA		9. INTERDIS. CD (1) N = No Y = Interdis.	10. DATE CLASS (mm/dd/yyyy) 7/29/03	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT/ACT (1) A 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) 1N 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 9999							
6. WK. TITLE CD. (4) 9999				7. WK. TITLE (38) Contractor Industrial Relations Specia															
8. ORG. STR. CD. (18) (example "83-07-01-0200-08-19-00-00")								9. VAC. REV. CD. (1) E 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					
st 83	2nd 11	3rd 09	4th 01	5th 00	6th 00	7th 00	8th 00	14. BUS. CD. (4) 8868 0000		15. DATE LAST AUDIT. (mm/dd/yyyy)		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy)					
10. TARGET GC. (2) 13				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		19. DATE REQ. REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y Y = Perm N = Other					
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG								4 = Sup./Program 5 = RGE 6 = Policy Analysis GEG				7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use							
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)												8							
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				Results 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			
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) 2 1 = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4) 0001		28. INT. ASGN. SER. (4) 1101		29. AGCY USE (8)							
30. CLASSIFIER'S SIGNATURE <i>Tanya Kelley</i>										31. DATE (mm/dd/yyyy) 7/29/03									

REMARKS

- a. US OPM Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200
- b. US OPM Handbook of Occupational Groups and Families, GS-1101, Aug 02
- c. US OPM Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98

PL: GS-13
 Code: 8868
 SA: E

PM00201M

ADD MASTER RECORD

09/04/03

1. FUNCTION A 2. DEPT-CD/AGCY-BUR-CD HU 83
3. SON 4400 4. MR-NO AS2482 5. GRADE 12

(PF1=MENU)
(PF5=HELP)
(PF8=INDV)
(CLR=EXIT)

1. PAY-PLAN	GS	2. OCC-SER	1101
3. OCC-FUNC-CD		4. OFF-TLE-PF/CD/SF	9999
5. OFF-TITLE	CONTRACTOR INDUSTRIAL RELATIONS SPEC		
6. HQ-FLD-CD		7. SUP-CD	8
8. CLASS-STD-CD		9. INTERDIS-CD	N
10. DT-CLASS	07 29 03	11. EARLY-RET-CD	0
12. INACT/ACT	A	13. DT-ABOL	00 00 00
14. DT-INACT/REACT	00 00 00	15. AGCY-USE	
16. INTERDIS-SER	0000	0000	0000 0000
	0000	0000	0000 0000
17. INTERDIS-PF/CD/SF			
18. PATCO-CD	A	19. PROF-CATEGORY	

** MASTER RECORD SUCCESSFULLY ADDED **
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03/043

**OFFICE OF LABOR RELATIONS
CONTRACTOR INDUSTRIAL RELATIONS SPECIALIST
GS-1101-12**

I. INTRODUCTION

This position is located in HUD's Office of Labor Relations, which provides policy advice and guidance to the Secretary and Program Assistant Secretaries on matters pertaining to organized labor particularly the building and construction trades unions, labor statues and regulations, and related matters.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as an advisor to HUD program staff on all HUD labor activities and to program participants concerning the implementation of Labor Standards enforcement. This involves communication with housing authorities, mayors, city managers, contractor, labor organizations and other local, State and Federal officials and HUD headquarters and field office staff.

Conducts prevailing maintenance wage surveys, pursuant to section 12 of the Housing Act of 1937, as amended, and established appropriates wages for the housing authorities' maintenance staffs. Provides technical advice and assistance on labor relations matters to these authorities.

Conducts on-site monitoring of Local Housing Authority operations to ensure adherence to the established maintenance wage rates, proper labor standards administration in the LHA's new construction, modernization work and management contracts. Monitoring includes review of biding and contract documents, payroll records, employee interviews and other related material. Technical assistance and guidance for interviews and other related materials. Technical assistance and guidance for improvements in program performance are provided through these monitoring activities.

Conducts on-site monitoring of Community Development blank Grant Fund recipients to ensure proper labor standards administration of the recipients to ensure proper labor standards administration of the recipients' construction contracts. Monitoring includes review of bidding and contract documents, payroll records, employee interviews and other related materials. Technical assistance and guidance for improvement in program performance are provided through these monitoring activities.

Monitors and coordinates through HUD program officials the labor standards compliance activities applicable to HUD-assisted contracts in accordance with applicable HUD policies, federal regulations and statues. These compliance activities related to certified payroll review, assuring a proper employee classification, verifying correct hours and rate of pay, interviewing workers, performing investigations of employee complaints and discrepancies in records, negotiating for voluntary settlement, and violations of other labor-related contract provision.

Responsible for reviewing and recommending approval/disapproval of HUD residential wage rate surveys and recommendation of prevailing rates to the Department of Labor. This residential survey information is used to establish the Davis-Bacon wage determinations that are required on all federally-funded residential projects.

Reviews proposed contract documents related to HUD programs and activities to assure full compliance with applicable labor requirements and statutory provisions. Provides advice and direct assistance as required to resolve all deficiencies.

As a representative for the Department, establishes and maintains liaison with the various building trades and associations, contractors, labor union, federal and state agencies and other labor-related organizations. This affiliation is aimed at building on an affirmative relationship to alleviate constraints in HUD's production of housing and other community development projects.

Conducts labor compliance seminars with CDBG recipients, housing authorities, contractor groups, etc.

Conducts preliminary investigations on those cases that appear to be "willful violations" or "criminal" in nature. Provides technical assistance to the Investigating Officer until the final resolution of the case.

Aids and initiates the development of jobs and training in HUD-assisted program for minority and low-income people.

Monitors employment of apprentices and trainees on HUD projects. Verifies the ratio of apprentices to journeyman mechanics and other program requirements.

III. OTHER DUTIES

The incumbent will often work on special projects in the Office of Labor Relations (OLR) and with other OLR officers on joint projects.

Knowledge Required: Level 1-7

Comprehensive knowledge of all HUD program statutes (as amended) and applicable regulations, including the Housing and Community Development Act of 1974, the U.S. Housing Act of 1959, the National Housing Act, the Stewart B. McKinney Homeless Assistance Act, the National Affordable Housing Act of 1990, the Native American Housing and Self-Determination Act of 1996, and other related acts and applicable laws.

Comprehensive knowledge of laws, rules, regulations, notices, policies and other directives, and memoranda on labor standards, and the ability to interpret and apply them correctly and uniformly. These include the Davis-Beacon Act and the Related Acts, Contract Work Hours and Safety Standards Act, Copeland Act, Service Contracts Act, Portal to Portal Act, Miller Act, HUD and DOL regulations, DOL All Agency Memoranda, HUD handbooks, and Labor Relations desk guides and letters, notices, policy memoranda, and other directives.

Supervisory Controls: Level 2-4

The CIRS is under the direction of and reports directly to the field Office Director of Labor Relations or the Regional Labor Relations Officer. The incumbent's work is evaluated on the basis of results achieved and overall effectiveness in promoting the Office of Labor Relations. The position is responsible for carrying out the various functions on a wide latitude and is expected to make independent judgments, makes recommendations to the RLRO or the Office Director of Labor Relations on operational issues for responsible jurisdictions.

Guidelines - Level 3-4

Guidelines are provided in a wide variety of HUD and DOL statutes, funding programs, regulations, policies, handbooks, Departmental directives, procedures, and judicial and administrative opinions. At this level, the incumbent must possess extensive knowledge and exercise considerable judgment in independently selecting and applying these guidelines to labor relation situations and activities. The CIRS regularly and independently interprets and applies existing policy and regulatory guidance when conducting on-site monitoring.

Complexity - Level 4-5

The work of the position requires substantial knowledge of HUD's mission, management philosophies, and program goals and objectives. The extreme diversity of HUD programs and varying thresholds that trigger Federal Labor requirements frequently results in uncertain policy and program approaches, methodology and interpretation, and conflicting requirements for which precedents may not be available.

The incumbent is responsible for interpreting and applying legislation and Labor Standards. The incumbent must be constantly aware of the standards, policies, and compliances, among industry practices, particularly across the region, as well as contractor organizations, trade unions, and state and local requirements regarding labor matters.

Scope and Effect - Level 5-4

The scope of the work is to ensure that all HUD program activities are administered in compliance with applicable labor relation laws and regulations. Conduct prevailing maintenance wage surveys, pursuant to Section 12 of the Housing Act of 1937, as amended, and establishes appropriate wages for the housing authority. Provides technical advice and assistance on labor matters to these authorities. Conducts preliminary investigations on those cases that appear to be "willful violations" or "criminal" in nature. Provides technical assistance to the Investigating Officer until the final resolution of the case. Aids and initiates the development of jobs and training opportunities in HUD-assisted program for minority and low-income people.

Personal Contacts - Level - 6-3

Contacts are with housing authorities, mayors, city managers, contractors, labor organizations, and other local, State and Federal Officials and HUD headquarters and field staff. Contacts are regular and essential and vary based on issues and concerns to be addressed. The CIRS is expected to deal effectively and knowledgeably with all parties, which is aimed at building on an affirmative relationship to alleviate constraints in HUD's production of housing and other community development projects.

Purpose of Contacts - Level -7-C

The purpose of the contacts is to enforce compliance with Federal Labor Laws, ensure maximum understanding of these laws and regulations, participate in and conduct meetings/exit interviews to resolve issues in accordance with statutes, regulations, policies and established protocols. Persuade managers and other officials to accept and implement findings and recommendations on organizational improvement and effectiveness.

Physical Demands - Level 8-1

The actual work is mostly sedentary.

Work Environment - Level 9-1

Work is performed in an office setting.

Total Points: 2890