

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

RECOMMENDED

4. TITLE Public Trust Specialist (Multifamily)	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 13
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)		

OFFICIAL

10. TITLE Public Trust Specialist (Multifamily)						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 13	15. DATE (mm/dd/yyyy) 9/24/99	16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) <i>[Signature]</i>

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st US Department of Housing & Urban Development	5th
2nd Assistant Secretary for Housing	6th
3rd DAS for Multifamily Housing Programs	7th
4th Multifamily Hub or Program Center	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>Reba D. Cook</i>	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Reba D. Cook		24. SECOND LEVEL SUPERVISOR'S NAME	
21a. SUPERVISOR'S TITLE Acting DAS for Multifamily Housing Programs		24a. SECOND LEVEL SUPERVISOR'S TITLE	

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, no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE <i>Robert L. Sokoloff</i>	30. DATE (mm/dd/yyyy) 9/24/99
31. NAME Robert L. Sokoloff	31a. TITLE Position Classification Specialist
32. REMARKS IMPACT OF THE PERSON ON THE JOB	33. OPM CERTIFICATION NUMBER

## **Public Trust Specialist (M/F)**

**GS-1101-13**

**Department of Housing and Urban Development**

### **Introduction**

The **Public Trust Specialist**, as a member of HUD's **Public Trust Officer (PTO)** Program, is responsible for safeguarding the public trust in communities receiving HUD administered funds within the office jurisdiction. The mission of the Public Trust Specialist is to provide innovative assistance in order to ensure that Federal funds are used appropriately and in compliance with applicable laws and regulations. The incumbent's work provides a major front line aspect for monitoring participants' use of funds, increasing the performance capability of grantees so that scarce resources are used wisely and effectively, and working with communities and other organizations to integrate and tailor programs to address local community needs.

The incumbent must possess a sophisticated level of knowledge concerning the regulations, policies, and methods needed to implement/oversee/improve HUD's PTO Program.

This position may be located in any HUD location. The Office may range from a single organization with no subordinate units to multiple subordinate divisions and branches. The Public Trust Specialist is responsible for providing PTO assistance on an Office-wide basis.

**The incumbent will have programmatic specific duties identified in the attached addendum to this position description.**

### **Major Duties and Responsibilities**

**While not exhaustive, the following is illustrative of incumbent's duties:**

Serves as an expert-level resource within his/her Office on matters relating to Public Trust issues. Often, the incumbent's expertise is reflected in that he/she may be expected to serve as a trouble-shooter/Team Leader on Public Trust issues arising within the incumbent's Office.

As an Office expert in Public Trust issues, the incumbent's assignments may include serving on special task forces or Teams convened to address issues that have proved resistant to solution or effective implementation in the past.

The incumbent provides oversight and monitoring of all assigned programs and functions within the Office in his/her role as a HUD Public Trust Specialist.. The incumbent is responsible for providing PTO staff assistance in the implementation of programs assigned to the incumbent's Office .

The incumbent will insure that Office program management systems are fully implemented and used to prevent or identify issues of waste, fraud and abuse.

The incumbent will meet with HUD Office staff and grantees to enhance the quality and effectiveness of HUD plans and programs. The incumbent is expected to explore relevant issues and recommend innovative solutions. In carrying out program consultations, the Public Trust Specialist will encourage grantees to use creative approaches to address local needs, discuss relevant planning, performance and compliance issues, solicit areas where HUD can help the grantee, and encourage involvement of other HUD divisions in developing solutions to implement grantee approaches to addressing client's needs.

The incumbent will make Office-wide recommendations improving HUD's planning processes necessary to maintain program effectiveness while providing for local flexibility, provides purpose and structure to a community vision and framework for achieving community goals, and ensures and expands opportunities for citizen involvement in the planning and implementation of HUD program area sponsored programs.

The incumbent will provide innovative staff support necessary to help communities and other participating organizations set priorities, identifies program and budget needs, program objectives, and performance measurements. He/She will work with communities and establish strategies and performance benchmarks that will be used to assess program progress in achieving goals.

The incumbent will participate in Office-wide results-oriented evaluations and performance reviews to determine how well a community is doing in meeting its defined housing and community development goals. When conducting performance evaluations and reviews, the Public Trust Specialist will assess the timeliness of the grantee's fund distribution and expenditures, accomplishments and shortcomings of the grantee in meeting goals and benchmarks set forth in the grantee's Consolidated Plan and/or Action Plans, the degree to which the grantee is integrating programs available that can help the achievement of local goals, and overall performance in fostering and achieving fair housing goals and increasing economic and social opportunities for minorities, persons with disabilities and low and moderate income residents.

The incumbent will identify "Best Practices" among grantees and serve as a catalyst to export those "Best Practices" whenever/wherever it is possible to do so.

The incumbent will develop Office-wide technical assistance strategies, work plans, and performance measures used in providing technical assistance services.

The incumbent will be responsible for identifying and developing Office-wide training programs for staff and clients in such areas as contract administration, underwriting, financing, problem

solving, communication and negotiating techniques, project evaluation and monitoring, computer and state-of-the-art technology, and project management.

The incumbent will assure that HUD communities and grantees (on an Office-wide basis) receive essential programmatic field services and assists those engaged in HUD programs carry out contractual and programmatic responsibilities in a timely and responsible manner.

The incumbent will develop and prepare such Office-wide documents as grant awards and contracts, monitoring letters, complaint referral letters, application deficiency letters, audit findings and clearance of audit findings letters, routine correspondence, intraDepartmental memorandums as may be appropriate, loan agreements, certificates of completion, and Congressional inquiry responses, approval or disapproval of grants and loans. The incumbent may also develop agreements and other implementing documents and letters imposing sanctions and/or other special conditions of awards.

The incumbent will provide PTO advice, assistance and guidance to the Secretary's Representative and/or Senior Community Builder in their efforts to work with HUD customers to assure a coordinated delivery of programmatic services.

The incumbent will represent the Office in program area in matters relating to citizen and administrative complaints involving specific programs. The incumbent will also represent the Department at local and state meetings on programs and policies as necessary and appropriate to carrying out the Department's mission.

**The incumbent will perform other related duties as may be assigned.**

#### **Supervisory Controls:**

The Public Trust Specialist typically works within general administrative and programmatic-specific guidance. The incumbent is expected to independently develop and/or use appropriate methods needed to improve HUD programs from the perspective of identifying and eliminating fraud, waste, and abuse. Key decisions made by the incumbent, prior to implementation, may be discussed with the supervisor. The incumbent's work is reviewed in terms of the degree to which he/she furthers HUD objectives.

## Qualifications Required

Comprehensive knowledge of HUD programs, policies, regulations and procedures and how they are administered in the by the Department.

Ability to assist in the management and direction of programs.

Ability to consider a broad spectrum of factors when making decisions or recommendations including public policy stances, economic impact, effect on other organizational entities, effect on Congressional relations, effect on national, regional and overall HUD policy goals, and on staff resources.

Ability to communicate effectively in writing and orally.

Ability to assist in organizing and conducting conferences and public meetings with officials, including the chief executive officer of States and units of local government, with other Federal agencies, and with private organizations at the request of Headquarters or the Secretary's Representative and/or Senior Community Builder, in order to promote an understanding of the Department's or Assistant Secretary's policies or procedures.

Makes recommendations regarding programmatic and day-to-day activities. Key decisions regarding more complex or controversial issues must be discussed with the supervisor.