

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

POSITION DESCRIPTION COVER SHEET

RECOMMENDED			
4. TITLE Public Housing Senior Specialist	6. PAY PLAN GS	8. SERIES 1101	7. GRADE 15

9. WORKING TITLE (Optional) Senior Specialist	9. INCUMBENT (OPTIONAL)
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OFFICIAL						
10. TITLE Public Housing Senior Specialist						

11. PP GS	12. SERIES 1101	13. FUNC	14. GRADE 15	15. DATE 01/29/98	16. I/A <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	17. CLASSIFIER A. Elizabeth Simms
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
Assistant Secretary for Public and Indian Housing	6th
General Deputy Assistant Secretary for Public and Indian Housing	8th
3rd Field Operations Staff	7th
4th HUB Field Office	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	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>David R. Teninga</i>	23. DATE 2/2/98
21. SUPERVISOR'S NAME AND TITLE Director HUB Office of Public Housing		24. SECOND SUPERVISOR'S NAME AND TITLE Cheryl A. Teninga Director Field Operations Staff	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	28. POINTS	FACTOR	26. FLD/BMK	28. 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, 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 <i>A. Elizabeth Simms</i>	30. DATE 2-3-98
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31. NAME AND TITLE A. Elizabeth Simms, Supervisory Personnel Management Specialist

32. REMARKS Incumbent Only	33. OPM CERTIFICATION NUMBER
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**PUBLIC HOUSING SENIOR SPECIALIST
OFFICE OF PUBLIC HOUSING
GS-1101-15**

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. From time to time, the incumbent also may serve on or chair work groups and task forces at the request of Headquarters. In this regard, the incumbent is expected to provide expert advice and guidance on a variety of complex public and assisted housing issues, policies and procedures.

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. In doing so, facilitates the identification of sources outside of HUD for the provision of technical assistance to PHAs in a variety of subject areas;
16. Serves on or chairs national task forces or teams to assist Headquarters in the development of procedural guidelines or policy relating to the Low Rent Public Housing or Section 8 programs. When serving as a team leader, distributes and balances workload among the team, makes team assignments, concurs in all correspondence;
17. Acts as a programmatic, technical resource for Headquarters on complex Office of Public and Indian Housing issues which require expert advice.

Factor 1, Knowledge Required by the Position

Mastery of the analytical skills and evaluative methods applicable to complex public housing and Section 8 issues and programs carried out by the PHA's in order to enhance the efficiency/effectiveness of the housing agencies.

A mastery and comprehensive knowledge of public housing and Section 8 program rules and regulations, statutes and other controlling documents; 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, and in order to facilitate the development of new or improved work methods and strategies for implementation by individual PHAs and possible implementation

nationwide.

A mastery of the trends in all programmatic areas of public housing and Section 8 in order to provide Field Office management the information upon which to develop solutions to significant downward trends which may prove extremely harmful to individual PHAs and to PHAs nationwide.

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 PIH or Office goals and objectives as communicated by the Director or as identified through the Assessment Center or Headquarters. The incumbent is independently responsible for planning and carrying out assignments in coordination with other HUB Field Office staff, Program Center, Management Center, or Headquarters 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 judgment in developing solutions to complex problems either on an individual basis or as a member or leader of a team.

Assignments require a high degree of independent judgment, although matters concerning substantive policy questions may be addressed with Headquarters. The incumbent functions independently on a day-to-day basis in planning and managing assignments, independently determining in consultation with others as necessary, the proper scope of the project, the methods to be used to achieve the objective of the project, and discusses only unusual situations with the supervisor. The incumbent is available, as required, for technical consultation.

Factor 3, Guidelines

Guidelines include legislative statutes, Departmental goals and objectives, regulations, and HUD-PHA contractual agreements. Guidelines also include other Federal, State, and local regulations, ordinances, etc. The incumbent serves as an expert and uses judgment and ingenuity in adapting these policies to solve extremely complex problems, and in developing new methods for use by other PIH staff and PHAs.

Precedents may be lacking, requiring the Senior Specialist to use experience and judgment 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 analyses of field office practices and 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 judgment to resolve problems. This includes recommending sanctions as necessary, and negotiating with project managers and tenants, as appropriate, on complex program matters. The incumbent's assignments are some of the most complex and of longstanding duration in public and assisted housing programs throughout the country.

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 and assisted 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 or lead 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. Many of the assignments will extend beyond the field office jurisdiction in which the incumbent works, thus affecting the well-being of significant numbers of people. The work of the incumbent may result in statutory or regulatory modifications to the public housing or 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 may be established on a regular 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, and to negotiate the resolution of complex issues. In addition, the incumbent frequently may be 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.