

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. AGES PD NUMBER
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POSITION DESCRIPTION COVER SHEET

RECOMMENDED

TITLE	5. PAY PLAN	6. SERIES	7. GRADE
Community Planning and Development Program Advisor (Incumbency Only)	GS	0301	13
8. INCUMBENT (Optional)			

OFFICIAL

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER
				MONTH	DAY	YEAR	Yes No	

ORGANIZATIONAL STRUCTURE (Agency/Bureau)

Department of Housing and Urban Development	5th
Office of Community Planning and Development	6th
Illinois State Office	7th
	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.

SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	
		Donna M. Abbenante, Director Office of Technical Assistance & Management	

PERFORMER EVALUATION SYSTEM

PERFORMER	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
Knowledge Required			5. Personal Contacts		
Supervisory Controls			7. Purpose of Contacts		
Guidelines			8. Physical Demands		
Complexity			9. Work Environment		
Scope and Effect			27. TOTAL POINTS ▶		27.
					28. 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, consistently with the most applicable published standards.

NATURE	29. DATE
30. OPM CERTIFICATION NUMBER	

**Assistant Secretary for Community Planning and Development
Community Planning and Development Division
HUD Field Office
Community Planning and Development Program Advisor
GS-0301-13 (Incumbency Only)**

I. Introduction

This position is located in the Community Planning and Development Division, HUD Field Office. The incumbent is generally the point of contact on behalf of the CPD Director with the full array of CPD Program grantees within the geographic location of the HUD Field Office. Areas of specific program knowledge and expertise are: Community Development Block Grant (CDBG) Entitlement and State Programs, HOME, Section 108 Loan Guarantee Programs, Economic Development Initiative (EDI), Homeless Assistance Programs including Emergency Shelter Grants, Housing Opportunities for Persons With AIDS (HOPWA), and Supportive Housing Programs; HOPE 3, the Neighborhood Development Program, Empowerment Zone and Enterprise Community Program, and Technical Assistance Programs. The incumbent is responsible for assuring such programs are effectively coordinated through the Consolidated Plan process and furthers CPD's Continuum of Care and CDBG = JOBS policy objectives.

The incumbent uses extensive knowledge of the Department's legislation, regulations and policy directives in all programs from a local and national perspective to provide information, advice and technical assistance to elected officials, Chief Executive Officers, senior level staff, managers and other officials at the city, county or State government levels, private-not-for profit and the private business sector. The CPD Advisor will be required to have knowledge of the grantees in the Field Office jurisdiction, with emphasis on those grantees of particular concern to the CPD Director, the Assistant Secretary for CPD and the Secretary of the Department. These responsibilities require the incumbent to possess considerable communication and negotiation skills, a thorough understanding of one or more HUD programs and the ability to translate administration policy goals into effective implementation strategies.

The CPD Program Advisor must possess and exercise sound judgement and initiative in overcoming obstacles to program implementation. In a majority of the cases, the CPD Program Advisor will be called upon to act as a trouble shooter to assist in the resolution of complex issues and to foster cooperative working relationships between parties at the State and local government levels involved in CPD programs, within the CPD Field Office. The CPD Program Advisor must be able to deal with hostile audience or grantees, exercising tact and judgement when speaking for the Department.

II. Duties and Responsibilities

A. Representation. Through written and oral presentations, the CPD Program Advisor is called upon to represent the CPD Director at various meetings and public events. In addition, he/she must be able to respond to telephonic, written or in-person requests from grantees, HUD, state and local and other Federal officials, the Sec Rep or Area Coordinator, and the public on CPD programs and program initiatives. The CPD Program Advisor may be called upon to address State and local government bodies, private not-for-profit agencies, civic groups, or professional organizations on CPD programs or initiatives and Secretarial priorities. The CPD Program Advisor must possess public speaking skills and be able to communicate effectively in large and small group meetings with persons of diverse ethnic backgrounds and knowledge of CPD programs.

B. Technical Assistance and Training. The CPD Program Advisor provides support and assistance to grantees in meeting their local community development, affordable housing and homeless needs in a comprehensive, consolidated manner. The CPD Program Advisor assists current and potential grantees with meeting application or submission requirements through either direct assistance, written communication, or referral and coordination with other CPD or HUD staff. He/she undertakes assistance, after program approval, with regard to Federal requirements for program operation, suggests solutions if difficulties arise and shares information regarding improved management practices. The CPD Program Advisor may, at the request of, or with the approval of, the CPD Director, may establish and chair special task forces or working groups to suggest improvements in Field Office operations, grantee operations or to assist a grantee with long-standing or particular problems.

As necessary, the CPD Program Advisor is required to lay out options for the CPD Director and staff to consider to make program operate more effectively. The CPD Program Advisor is involved in assisting in the formulation of programmatic options and analysis of ways to streamline programs, eliminate administrative obstacles and improve grantee performance.

The technical assistance is provided most often on an individual basis, but may also involve participation in workshops or training to a grantee's staff. Training can be formal or informal, depending upon the needs of the grantee(s). The CPD Program Advisor is expected to take the lead and exercise considerable independent judgment regarding the most appropriate technical assistance to be provided and whether or not short- or long-term assistance is required.

C. Document Reviews. The CPD Program Advisor assists as needed in the review of applications or Final Statements for the following programs: Community Development Block Grant (CDBG); Special Needs Assistance (Homeless) Programs; HOPWA; Emergency Shelter Grant; Technical Assistance and other special discretionary programs. The CPD Program Advisor monitors plans and reports periodically submitted by grantees and working with Program Management Teams, determines areas where training or technical assistance would be most appropriate e.g. Consolidated Plans, semi-annual, annual and closeout reports; and Grantee Performance Reports (GPRs). The CPD Program Advisor is expected to take the lead and inform CPD senior level staff of any disparities or deficiencies and provide alternative recommended courses of action that the CPD representatives could offer to grantees as remedies to correct the noted deficiencies or discrepancies. The CPD Program Advisor is also expected to organize and coordinate with other HUD staff to determine grantee performance and capacity including working with the staff to develop improved risk analysis methodologies and coordinated procedures to reduce duplicate or overlapping functions. The CPD Program Advisor using his/her own initiative may recommend revisions to existing procedures or forms so that government processes may be streamlined and made more effective.

D. Monitoring. The CPD Program Advisor has oversight for ensuring that monitoring findings or outstanding audits are all cleared within the required time-frames. The Program Advisor is responsible for monitoring and evaluating recipients of CDBG, Special Needs Assistance Programs (Homeless) and other grants. This process requires planning, scheduling, conducting on-site reviews, analyzing information, coordinating group activities and recommending subsequent actions. Using previous performance reports and assessments, a working knowledge of the grantee, and information gained from specialists or other CPD Team members, the CPD Advisor performs risk analysis, participates in Team and Division-wide selection processes, and prepares written strategies for monitoring. The CPD Program Advisor may organize a monitoring team to assist in the review of a grantee with multiple problem areas. As part of that team effort, the CPD Program Advisor is the recognized resource in the Field Office in terms of understanding the scope of grantee problems, the applicability of federal laws and statues affecting the grantee's ability to perform, and designing alternative appropriate strategies or solutions. He/she plays a major role in coordinating monitoring review teams with the grantee and other HUD staff specialists.

Following the on-site portion of the review, the CPD Program Advisor is primarily responsible for assessing the adequacy of the review team's efforts in addressing a grantee's management system(s), determining whether team members adequately addressed compliance in such priority areas as program process, accountability of awarded funds and program income, program benefit, national objectives and eligibility, and effective use of funds and sub-recipient management. He/she may also be required, to conduct preliminary reviews in such areas as environment, labor standards, acquisition/relocation, and rehabilitation.

The incumbent analyzes sample data, reviews files, and performs inspections of activities funded by CPD program grants. He/she analyzes the information obtained and determines whether the grantee has complied with applicable laws and regulations. When the analysis of the on-site review has been completed, the CPD Technical Advisor conveys the results of this analysis to CPD staff, both orally and in writing. He/she is responsible for ensuring that appropriate follow-up actions are taken to assure that all monitoring findings and concerns are resolved.

E. Completions and Closeouts. The CPD Program Advisor effects and coordinates the completion and closeout of assigned projects and grants. He/she is responsible for advising the grantee of the closeout process with the appropriate staff.

III. Supervisory Controls:

Supervision Exercised: As a CPD Program Advisor, the incumbent may serve as team leader, working with other CPD Representatives and counterpart staff from other offices within HUD to solve particularly complex problems and issues. The CPD Program Advisor is assigned responsibility for projects and activities which require extensive coordination within and outside the Department. While the CPD Program Advisor does not carry out all supervisory functions, he/she may assign and review work of other team members and may provide performance information to the official supervisor.

Supervision Received: The CPD Program Advisor works under the general supervision of the CPD Director or Deputy CPD Director and functions with considerable independence in all aspects of assigned work, within the limits of practice and policy. Guidelines consist of handbooks, agency directives, OMB Circulars and directives, program guidance and accepted grant practices but they have limited applicability to require considerable adaptation to specific grantee problems.

IV. Other Significant Factors

The CPD Program Advisor must possess the ability to communicate effectively both orally and in writing. Considerable tact, diplomacy and persuasion are required to deal effectively with divergent groups.

A CPD Program Advisor is expected to have a broad knowledge of the social, environmental, economic and political forces that comprise the array of community development and affordable housing needs of grantee's within the geographic area of the Field Office.