

POSITION DESCRIPTION

DEPUTY DIRECTOR FOR DISASTER POLICY AND MANAGEMENT, GS-0301-15

SETID	HUD01	JOB CODE	HD0128	DATE	08/20/2007	OPM CERT #			
PAY PLAN	GS	SERIES	0301	GRADE	15	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Deputy Director for Disaster Policy and Management								
SPVY LEVEL	Supv/Mgr	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	8888
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER									
CLASS STANDARD	U.S. OPM MISCELLANEOUS ADMIN. & PROGRAM SERIES, GS-301. U.S. OPM GENERAL SCHEDULE SUPERVISORY GUIDE HRCO-5, JUNE 98, APRIL 98								
DATE CLASSIFIED	08/20/2007								

MAJOR DUTIES

I. INTRODUCTION

The position of the Deputy Director for Disaster Policy and Management is located in the Office of the Assistant Secretary for Community Planning and Development. The Deputy Director reports to the Associate Deputy Assistant Secretary for Disaster Policy and Management (ADASDPM).

The Associate Deputy Assistant Secretary for Policy and Management, the Deputy Director, and staff supports the General Deputy Assistant Secretary for Community Planning and Development, in his her capacity as the Assistant Deputy Secretary for Disaster Policy and Response, with the management and oversight of the Department's disaster response and recovery undertakings and shares responsibility for addressing issues that cannot be resolved at lower levels.

II. MAJOR DUTIES AND RESPONSIBILITIES

Specific responsibilities for the Deputy Director include the following:

- A. Supervises and directs a staff of disaster recovery coordinators in overseeing HUD disaster preparedness, prevention, response, and recovery capabilities and activities.
- B. Develops policies, guidelines, and protocols concerning the use of assigned program resources in response to Presidential declarations of major disasters and emergencies, using current programs and initiatives within the Department's program offices and, specially, disaster supplemental appropriated funds and resources.
- C. Provides on-going oversight and policy direction to the Department's program offices on assigned programs and funds authorized for disaster response and recovery purposes.
- D. Represents the Department on various disaster-related interagency and intergovernmental groups, and develops HUD policy positions related to issues arising from those groups. Coordinates with the interagency and intergovernmental community, and the non-governmental, foundation, and private sectors.
- E. Meets with senior level representatives in the Office of Community Planning and Development, the Office of Public and Indian Housing, the Office of Housing, the Office of Fair Housing and Equal Opportunity, the Office of Policy Development and Research, the Office of General Counsel, the Office of the Inspector General, the Office of Administration, the Office of the Chief Financial Officer, the Office of Departmental Oversight and Coordination, the Office of Healthy Homes, the Office of the Chief Information Officer, the Office of the Chief Procurement Officer, Office of the Assistant Deputy Secretary for Field Policy and Management, the Office of Public Affairs and the Office of Congressional and Intergovernmental Relations to coordinate the development and implementation of preparedness and response policies related to disaster response and recovery.

DEPUTY DIRECTOR FOR DISASTER POLICY AND MANAGEMENT, GS-0301-15

F. Serves as a point of contact for the Department on cross-cutting matters including legislation, congressional inquiries, regulation and notice clearances with respect to disaster response and recovery, and homeland security and national security matters.

G. Directs analyses of data provided by grantees to measure program progress and performance and use analysis to measure risk and to monitor program compliance with applicable statutes and regulations.

H. Coordinates with departmental program and support offices on a regular basis in order to develop concepts and approaches for assessing measurable program performance outputs and outcomes.

PROGRAM SCOPE AND EFFECTS

The Deputy Director serves as the alter ego to the Associate Deputy Assistant Secretary for Disaster Policy and Management. He she manages and directs staff that performs professional, highly technical and complex disaster policy and program coordination activities. Plans, develops, designs, coordinates, implements and maintains major aspects of varied difficult, complex and highly technical community, economic and housing response and recovery undertakings. The work significantly impacts departmental operations; technological advances are usually untried and required extensive planning and integrate into existing systems, and design criteria must be established that can accommodate changes in projected legislative directions or management strategies and philosophies. Work involves working directly with other federal, state and local units of governments, departmental program and support offices and with grantees, reviewing funding requests, reviewing complex issues and providing necessary technical assistance to ascertain that all program statutes, regulations and policies are properly complied with. Functions as senior level subject matter expert related to national security homeland security, and disaster response and recovery community, economic and housing development programs and delivery systems.

ORGANIZATION SETTING

The Deputy Director reports to the Associate Deputy Assistant Secretary for Disaster Policy and Management who reports to the Assistant Deputy Secretary for Disaster Policy and Response.

SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

As Deputy Director, the incumbent directs, plans, and coordinates staff operations. Reviews and evaluates operations to make work assignments, assesses and enhances program and policy efficiency and effectiveness; makes, coordinates and or recommends improvements strategies to the Associate Deputy Assistant Secretary. Interviews candidates and makes recommendations for selections for supervisory, non-supervisory and key personnel positions. Develops performance standards; evaluates immediate subordinate and supervisory work performance; serves as rating official for performance evaluations completed on non-supervisory employees; and assures equity among subordinates performance standards and rating review approves serious disciplinary actions proposed by subordinate supervisors. Resolves serious work related problems or complaints; reviews approves serious disciplinary actions proposed by subordinate supervisors. Develops and monitors sanctions policy for the staff's programs in conjunction with departmental offices.

PERSONAL CONTACTS: NATURE OF CONTACTS

Frequent interactions and personal contacts are with senior level management representatives, executives, subject matter experts, administrative support staff, program areas, HUD and other federal, state and local agencies. External contacts and extensive liaison are with high level officials of other government agencies, congressional representatives, contractors, program

DEPUTY DIRECTOR FOR DISASTER POLICY AND MANAGEMENT, GS-0301-15

managers and interest groups. Contacts occur at conferences, briefings and meetings.

DIFFICULTY OF TYPICAL WORK DIRECTED

As the Deputy Director, the incumbent serves as first-line supervisor to approximately 6 GS-15 Disaster Recovery Coordinators who are subordinate supervisors.

OTHER CONDITIONS

Substantial workloads are directed that are comparable to the GS-13 and higher. Plans, develops, designs, coordinates, and executes and maintains major aspects of varied difficult and complex work involving critical, urgent, constantly changing and or controversial program, systems and activities that support public safety regulatory agency missions. Supervision involves making major recommendations that directly and substantially affect the office operations. Develops, coordinates and recommends internal and external program policy issues that affects office operations; short and long term program missions, objectives, goals, schedules and functional or operational initiatives to meet new and technological developments or changes in program, legislation and or funding requirements; program initiations eliminations; organization structure changes; program cost reductions and improved operating efficiencies and effectiveness; budget resources allocations; and operation program planning, polices, procedures or regulations.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-5	900
2-3	350
3-4	900
4a-4	100
4b-3	100
5-8	1030
6-6	1325

Total 4705 = GS-15 (4055 - 9999)