

POSITION DESCRIPTION

COMMUNITY PLNG & DVLPMT SPECLST, GS-0301-12

SETID	HUD01	JOB CODE	HD0029	DATE	05/24/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0301	GRADE	12	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	COMMUNITY PLNG & DVLPMT SPECLST								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Dianne Wilkins								
CLASS STANDARD	US OPM MISCELLANEOUS ADMINISTRATIVE AND PROGRAM SERIES, GS-301, TS-34, JAN 79. US OPM PCS ADMINISTRATIVE ANALYSIS GRADE EVALUATION GUIDE, DTD AUG 90, TS-98.								
DATE CLASSIFIED	05/24/2005								

MAJOR DUTIES

- A. Maintains information systems for the proper inventory and routing of applications and related correspondence for assigned economic development programs.
- B. Carries out all pre-award responsibilities for grant management for assigned economic development programs.
- C. Advises the Office Director on pre-award and post-award problems and issues specifically involving Congressionally targeted grants.
- D. Reviews applications and program reports for assigned CPD programs. Notifies senior level staff on any disparities or deficiencies and recommends solutions.
- E. Answers inquiries by letters or telephone relating to CPD programs from available material or material made available by the DAS or senior level staff. Prepares reports and statistical data in conformance with HUD Headquarters or Field Offices requirements.
- F. Responsible for inputting and updating information into the Line of Credit Control System (LOCOS).
- G. Provides oral and written guidance concerning direct interpretation of policies and procedures, including direct communication with field offices, grantee, public interest groups, lobbyists, and Congressional staff.
- H. As assigned, develops procedures for improved administration of the Neighborhood Initiative and Congressionally targeted special purpose grant programs, and other programs as assigned.
- I. Gathers information to respond to Freedom of Information Act Requests.
- J. Analyzes appropriate data to develop and recommend operations policy and procedural option on complex issues relating to competition management and financial systems for OED programs.
- K. Ensures responses to complex written and oral inquiries from Congress, State and local government officials, non-profit organizations and citizens are consistent with current policy.
- L. Negotiates solutions to complex program problems with HUD staff, grantees; other Headquarters offices and recommends position to senior level Headquarters staff.
- M. Interprets policies and procedures, which are accepted by grantees and HUD staff as final.

Factor 1. Knowledge Required by the Position

Provide knowledge and support in all major CPD area including community development, economic

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development and housing initiatives. This entails working on goals, objectives, and policy preparation for OED.

Knowledge and skill in applying analytical and evaluative methods and applying writing skills to program development and operational issues involving the development of program guidance and the provisions of technical assistance.

Knowledge is used to assist in the development, management and completion of program competitions, the management of programs through the field offices.

Knowledge of CPD regulations, handbooks, notices and policies.

Ability to serve in a team effort in implementing or evaluating a program. Tasks and evaluation studies typically require knowledge of the major issues, program goals and objectives, work processes and administrative operation of the office.

Knowledge is used to plan, schedule and conduct analytic tasks and evaluations and the results of these efforts are expected to involve recommendations for ways to improve the effectiveness and efficiency of HUD programs, operating policies and management procedures. The assignments require knowledge and skill in adapting analytical techniques and evaluation criteria in the collection, review and assessment of performance data.

Knowledge is applied in developing new approaches or evaluation tools or methods to gain better understanding of HUD systems, performance objectives, client benefits, partnerships with State and local governments and nonprofit organizations, the use of related resources and collaborations with other Federal programs in the effective delivery of program support.

Factor 2. Supervisory Controls

The incumbent reports directly to and receives general direction from the Supervisory Grant Program Officer or senior level staff. The incumbent takes a significant degree of independent action and initiative to ensure the functions assigned are performed effectively and efficiently. Completed work is reviewed in terms of effectiveness in achieving program goals established for the DAS and the Department and the ability to develop and achieve solutions to complex problems. The employee plans, coordinates, and carries out the successive steps in fact finding and analysis of issues necessary to complete each phase of assigned projects. The incumbents also work closely with the senior staff, which provides guidance on joint projects.

Factor 3. Guidelines

Guidelines include verbal and written instructions, Departmental Handbooks, Community Federal Regulations (CFRs). Guidelines are not always available and the incumbent must often interpret guidelines and instructions which are not always available, to meet the needs of CPD's management. The incumbent must use judgment in researching regulations, and in determining the relationship between guidelines and organizational efficiency, program effectiveness, or productivity.

Factor 4. Complexity

Provides written and oral guidance and assistance where required concerning the interpretation of policies, rules and regulatory provisions. This includes direct communication and correspondence with field staff, representatives of public and private interest groups and state and local government officials and lobbyists. The incumbent handles a variety of matters simultaneously, involving different methods and procedures, and must make decisions regarding appropriate methods to use.

Factor 5. Scope and Effect

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The purpose of the work is to contribute to the improvement of responsiveness, effectiveness, and efficiency in HUD programs operations and or administrative support activities. Work involves establishing criteria to measure and or predict the attainment of policies, organizational goals and objectives of the OED's programs. Work affects the plans, goals, and effectiveness of HUD's mission and programs. Work may affect the nature of administrative work done in components of other agencies.

Factor 6. Personal Contact

Personal contacts are with HUD employees, supervisors, and HUD clients. Directors and other staff in nonprofit organizations of state and local government, as well as consultants, contractors, grantees and other Federal agencies in the moderately unstructured setting. Contacts may include contacts with the head of the agency (e.g. office manager) or program officials (e.g. Directors from other divisions or Regional office staff), and clients.

Factor 7. Purpose of Contacts

Contacts are made to influence managers or other officials to implement the requirements of Federal programs, findings and recommendations on grants management compliance or effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

Factor 8. Physical Demands

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9 Work Environment

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

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

1-7	1250
2-4	450
3-4	450
4-4	225
5-4	225
6-3	60
7-3	120
8-1	5
9-1	5

Total 2790 = GS-12 (2755 - 3150)