

POSITION DESCRIPTION

SUPERVISOR DIR. TECHNICAL ASSISTANT AND MANAGEMENT, GS-0301-15

SETID	HUD01	JOB CODE	HD0121	DATE	06/01/2007	OPM CERT #			
PAY PLAN	GS	SERIES	0301	GRADE	15	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	DIR. TECHNICAL ASSISTANT AND MANAGEMENT (OTAM)								
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	Dianne Wilkins								
CLASS STANDARD	OPM PCS MISC ADMIN & PROGRAM SERIES, GS-301, JAN 79; OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98								
DATE CLASSIFIED	06/01/2007								

MAJOR DUTIES

DIR, TECHNICAL ASSISTANT AND MANAGMENT (OTAM), GS-0301-15

The Director for the Office of Technical Assistance and Management, Office of the DAS for Operations is responsible for the development, coordination and execution of all issues, policies and activities involving administrative and grants funding, resource management, the allocation of grant funds through CPD systems, and management and administrative support.

Directs all administrative functions within CPD. This includes management and personnel activities for CPD Headquarters and field office staffing. Also supports CPD program offices and the Office of Field Management with the implementation of all training activities for Headquarters and field staff. Analyzes and reviews clearances on administrative issuances of all types within the Department, including regulations, reports and forms.

Represents the DAS for Operations in meetings with the Office of General Counsel and Union Officials, the Office of the Assistant Secretary of Administration on human resources, employee and management matters, as well as the Director of the Departmental Office of Equal Employment Opportunity.

The Director provides services in the areas of management review and organizational improvement, organization and management systems, personnel management and administrative services.

Oversees the analysis of various administrative program and policy issues impacting CPD and develops, plans and carries out special studies and analyses regarding administrative program and funding options, strategic alternatives; cost-benefit assessments, impact assessments, alternative financial or management strategies, or other major concerns related to CPD administrative policies and programs.

Advises senior CPD's Deputy Assistant Secretaries and program managers on all aspects of personnel management and objectives including executive development, management training, career patterns and relationships.

Collaborates with CPD's Office of Policy Development and Coordination and the Office of Field Management on the planning, development and coordination of CPD's long-range strategic planning, Annual Performance Plan, Performance and Accountability Report and Management Plan.

Directs the development, administration and management of key CPD information systems, such as Integrated Disbursement and Information Systems (IDIS), which determines grantee eligibility and monitors grantees under the Consolidated Plan Program.

Provides authoritative guidance and expert advice to senior-level CPD managers on complex issues that require an understanding of immediate and long-term results or consequences.

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Develops and initiates plans for the effective implementation and adoption within CPD of all Federal and Departmental personnel policies.

Directs the conduct of all activities with the Office of Human Resources and staff on personnel policies and personnel program matters.

Directs human relations matters, including staffing, position management, employee relations, labor relations and affirmative employment programs. Conducts negotiations with employee unions, the resulting agreement often having an impact on the entire Department.

Responsible for directing the maintenance of employment ceilings and other controls to assure compliance with budgetary limitations.

Directs CPD Headquarters position management and classification, performance appraisal (including PACS and EPACS), incentive awards, employee relations, adverse actions, time and attendance.

Manages and directs assessments of training needs for CPD staff nationwide, manages training program development and implementation, and manages CPD's training budget.

Directs the shaping of recommendations to the Assistant Secretary regarding the use of technical assistance funds for training and the use of general skills training funds, as well as other available measures, to improve implementation of key CPD initiatives, and assists in the implementation of such measures as called upon.

Coordinates for CPD, both Headquarters and Field, the process by which Equal Employment Opportunity complaints are reviewed and decided and maintains EEO statistics for CPD Headquarters staff.

Directs the conduct of staff that provides administrative management support to all CPD's Headquarters staff on all matters pertaining to equipment, supplies, office space, telecommunications, travel, general logistics support, time and attendance, and payroll functions.

Directs the operations of the CPD Correspondence Unit with respect to the development, implementation and management of correspondence policy, processes and systems that will ensure the prompt and efficient management and control of paperwork, mail, and other documents throughout CPD.

Establishes and maintains contacts with constituent agencies of the Department to assure the most effective coordination of their activities with CPD goals and objectives. Represents the DAS for Operations on various interagency committees, task forces and other non-Federal groups.

Directs the planning, organization and administration of CPD's budget process, including budget formulation, justification, presentation, explanation and execution.

Directs the development and implementation of CPD's overall strategy and operating plan for CPD's technical assistance programs, assessing needs for technical assistance and specifying activities for priority focus and funding levels.

Provides training and technical advice to assure that personnel and administrative management supports CPD's mission and is in compliance with Departmental policy and Office of Personnel Management regulations.

Provides technical advice and maintains records pertaining to the development of organizational structure and functional statements.

Employs strategies, tools and resources to improve productivity and to facilitate the

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accomplishment of CPD goals in support of specific organizational missions and program objectives.

Exercises oversight in monitoring grievances and all contract actions initiated by CPD or contract actions which may concern or affect CPD.

FACTOR 1- PROGRAM SCOPE AND EFFECT

The incumbent is responsible for development, management and administration of a wide range of administrative and programmatic policies and procedures for CPD nationwide and must possess comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to specific CPD programs. This includes knowledge of Departmental program goals and objectives, the sequence and timing of key program events and milestones, methods of evaluating the worth of program accomplishments, and the relationships with other programs and key administrative support functions with HUD. To effectively carry out these functions and responsibilities, the incumbent must also possess skill in using good management and organization techniques to achieve program results, including program and work planning, strategy development, goal setting and resource management.

The work involves directing and overseeing the application of difficult and complex regulations and agency policies relating to a wide range of programmatic and administrative responsibilities and requires expert knowledge of and application of all pertinent Federal statutes, HUD regulations, pertinent handbooks, guidelines and policy determinations. These responsibilities include, but are not limited to, the following: human resources management; staffing and recruitment; training and employee development; procurement and contracting, administrative funding; supply acquisition and management, employee and labor relations, employee performance and appraisal, awards and incentives, time and attendance, and management of travel charge card delinquencies

FACTOR 2 - ORGANIZATION SETTING

The incumbent reports, for policy direction and performance appraisal, directly to a Senior Executive (SES) position, which reports to a position of Executive Service (ES) rank located one organizational level below the Secretary of HUD.

FACTOR 3 - SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

As Office Director, directs, plans, oversees and coordinates office operations through four (4) Division Directors for the following functions:

Management Division
Technical Assistance Division
Budget Division
Systems Development and Evaluation Division

Allocates, controls and ensures efficient use of Office resources, i.e., funds, personnel, property, etc. Reviews and evaluates operations to make work assignments; assesses and enhances program and policy efficiency and effectiveness; makes, coordinates and or recommends improvements.

Interviews candidates and makes selections for supervisory, non-supervisory and team leader positions. Develops performance standards; evaluates immediate subordinate and supervisory work performance; serves as reviewing official for performance evaluations completed on non-supervisory employees by the Division Directors; and assures equity among subordinate performance standards and rating techniques developed. Resolves serious work related problems or complaints; makes reviews approves serious disciplinary actions proposed. Makes decisions on work problems presented by subordinate supervisor and on training costs that are costly, non-routine, or controversial.

Monitors relevant CPD administered contracts; provides guidance and advice. Approves within-grade increases, extensive overtime, and travel expenses. Recommends personnel awards bonuses and changes in personnel management actions, subject to review and or final approval by higher-level officials.

FACTOR 4A-PERSONAL CONTACTS: NATURE OF CONTACTS

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Frequent contacts include the following management officials and staff from offices at Headquarters and locations nationwide: CPD and other HUD managers, supervisors, technical staff; Union officials; Office of Human Resources; Office of the Chief Financial Officer; Office of Field Policy and Management; Office of Departmental Operations and Coordination, Office of General Counsel; Fair Housing and Equal Opportunity (FHEO), public contractors; private businesses; and other Federal agencies. Contacts are made frequently on a wide range of topics and occur at conferences, briefings and meetings in Headquarters and in different locations throughout the nation. These contacts may not always be well versed in CPD programs but have interests which affect the success of the goals and objectives of CPD and the Department. Sessions often require extensive preparations and currently familiarity with difficult, complex, sensitive and or political subject matter issues. As a recognized expert, the incumbent is often called upon to appear before professional organizations and major conferences as a spokesperson for the Office of Community Planning and Development.

FACTOR 4B-PERSONAL CONTACTS: PURPOSE OF CONTACTS

Contacts are to influence, persuade, negotiate and coordinate extensive interactions and interdependent relationships with varied sources. Develops and establishes positions on key administrative and programmatic issues of importance or justifies CPD strategies and operations to achieve compliance with established policies, regulations and requirements. The purpose is frequently to justify, defend, negotiate, gain or commit resources, or settle key and significant or highly controversial matters pertaining to the full scope of PIH programs, often with people who may have other points of view or objectives that conflict with CPD's position; and to persuade others that the policies, procedures and goals of PIH are proper, fair, and correct, and offer solutions or recommendations to deal with major policy issues. Contacts occur at meetings, conferences, presentations or briefings involving issues of considerable consequence and importance to CPD programs and administrative positions. Contacts may be skeptical and uncooperative which requires diplomatic negotiating skills to foster an understanding of CPD policies and regulations, obtain compliance with guidelines or requirements and to promote full cooperation. The incumbent is expected to coordinate common approaches to specific problems. For instance; work with Union officials to address issues of major administrative and programmatic importance, defend CPD's position for increased funding, space or staffing, interpreting statutory and regulatory requirements, and giving advice on actions that must be taken in compliance.

FACTOR 5 - DIFFICULTY OF TYPICAL WORK DIRECTED

Position serves as first-line supervisor to four (4) GS-15 supervisors and one GS-6 Secretary (OA). Serves as second-line supervisor to approximately 35 other mission-oriented subordinates.

FACTOR 6 - OTHER CONDITIONS

Through subordinate supervisors directs substantial workloads comparable to the GS-13 level or higher.

Exercises personal leadership and responsibility in maintaining and carrying out a continuing affirmative program to bring about equal opportunity in employment, development, advancement, and treatment for employees under direct and indirect supervision. Ensures that adequate time, resources and support is available for subordinate employees who are assigned specific EEO or Civil Rights functions and responsibilities.

Applies knowledge of and adheres to Agency civil right policies, goals, objectives, and philosophies of valuing diversity in performing everyday duties and responsibilities. Contributes to a productive and nondiscriminatory work environment through written and oral communications and interpersonal relations. Avoids offensive or discriminatory displays, i.e., posters, pictures, language, or nonverbal behavior [hand gestures].

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
2-1	100
3-4	900
4a-3	75
4b-3	100
5-8	1030
6-6	1325

Total 4430 = GS-15 (4055 - 9999)