

B 05825

POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

2 IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER

3 REPLACES PD NUMBER

X 1 NEW

RECOMMENDED

5 PAY PLAN	6 SERIES	7. GRADE
GS	0301	13

Director Community Planning and Development Representative

8 WORKING TITLE (Optional)

9 INCUMBENT (Optional)

OFFICIAL

10 TITLE
SENIOR CPD REPRESENTATIVE

11 PP	12 SERIES	13 FUNC	14 GRADE	15 DATE			16 I/A	17 CLASSIFIER
65	301		13	5	18	95	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>AR</i>

16 ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	Department of Housing and Urban Development	5th
2nd	Office of the Assistant Secretary for Community Planning and Development	6th
3rd	Community Planning and Development	7th
4th	HUD 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 <i>Joseph F. Smith</i>	20 DATE 12-08-94	22 SECOND LEVEL SUPERVISOR'S SIGNATURE <i>AC</i>	23 DATE 1/25/95
21 SUPERVISOR'S NAME AND TITLE Joseph F. Smith, Director Office of Executive Services	24 SECOND LEVEL SUPERVISOR'S NAME AND TITLE Andrew Cuomo, Assistant Secretary for Community Planning and Development		

FACTOR EVALUATION SYSTEM

FACTOR	25 FLD/BMK	26 POINTS	FACTOR	25 FLD/BMK	26 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			27. TOTAL POINTS ▶		27.	
					28. GRADE ▶	28.

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>Robert L Sokoloff</i>	30. DATE
31 NAME AND TITLE <i>ROBERT L SOKOLOFF PMS</i>	

32 REMARKS FPL: 65-13 CLC 2784	33 OPM CERTIFICATION NUMBER
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**Assistant Secretary for Community Planning and Development
Office of Community Planning and Development
HUD Field Office
Senior Community Planning and Development Representative
GS-0301-13**

I. Introduction

This position is located in the Community Planning and Development, HUD Field Office. The incumbent is the point of contact between HUD and assigned State(s) and local communities for a variety of Community Planning and Development (CPD) Programs. CPD Programs include: 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 ("I), Housing Opportunities for Persons With AIDS (HOPWA), and Supportive Housing Programs; HOPE III, 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 further 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 two or more of the Department's programs 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. These responsibilities require the incumbent to possess considerable communication and negotiation skills, a thorough understanding of one or more CPD programs and the ability to translate administration policy goals into effective implementation strategies.

The Senior CPD Representative CPD must possess and exercise judgement and initiative in overcoming obstacles to program implementation. The Senior CPD Representative possesses wide ranging expertise in the substantive and procedural aspects of grant management and must work to resolve unique, unusual and sometimes controversial issues. Independent judgements and decisions concerning the applicability of program regulations, policies and procedures as they relate to a grantee's needs is essential.

II. Duties and Responsibilities

A. Representation. Through written and oral presentation the Senior CPD Representative responds to telephonic, written or in-person requests from grantees, HUD, state and local and other Federal officials and the public on all HUD programs and program initiatives. Occasionally the Senior CPD Representative will 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.

- B. Technical Assistance and Training.** The Senior CPD Representative provides support and assistance to grantees in meeting their local community development, affordable housing and homeless needs in a comprehensive, consolidated manner. The CPD Representative assists current and potential grantees with meeting application or submission requirements through either direct assistance 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 duties require significant judgement in the application of policy directives, program regulations, handbooks and memoranda in order to resolve complex issues and provide alternate solutions to address the identified problems.

Most often the Senior CPD Representative must be prepared to offer on-the-spot advice and guidance to program grantees, requiring extensive knowledge and analytical abilities. The Senior CPD Representative is required to lay out options for the grantee to consider in redesigning or revising its program. Often the formulation of programmatic options involves review and analysis of multiple programs often sponsored by one or more Federal or State program offices. Assists grantees in understanding strategic planning concepts, coordinating local and federal programs under the consolidated plan, encouraging citizen empowerment through effective citizen participation, and empowering citizens through the creation of jobs and economic opportunities for local residents. The CPD Representative provides the necessary advice and guidance to grantees, serving as an ombudsman to assist the grantee in meeting applicable CPD program requirements where mismanagement or problems could negatively impact on the achievement of program plans and objectives. The CPD's Representative's technical assistance activities include the furtherance of the Assistant Secretary's goals as set forth in the Annual Management Plan.

The technical assistance is provided most often on an individual basis, but may involve participation in workshops or training for grantee's staff on-site. He/she is expected to organize and work with the grantee and local providers to develop a program of technical assistance services aimed at improving the grantees performance.

- C. Document Reviews.** The Senior CPD Representative reviews applications or Final Statements for CPD programs and other special discretionary programs. The CPD Representative reviews plans and reports periodically submitted by grantees. The CPD Senior Representative is expected to take the lead in notifying the grantee of any disparities or deficiencies and provides alternative courses of action for the grantee to take to correct the deficiencies or discrepancies. The Senior CPD Representative is expected to organize and coordinate the reviews, as necessary, with other HUD staff to determine grantee performance and capacity, which culminates in the annual in-house reviews and risk analyses. The Senior CPD Representative using his/her own initiative may determine it necessary or appropriate to suggest revisions to existing

procedures or forms so that government processes may be streamlined and made more effective. He/she may be responsible for the review of Annual IPA Audits, OIG and GAO Audits and take the lead responsibility for tracking and evaluating findings in accordance with established practices.

- D. **Monitoring.** The CPD Representative monitors and evaluates recipients of CPD Programs 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 Representative undertakes a risk analysis, participates in the Team's and Division-wide selection process, and prepares a written strategy for monitoring. The Senior CPD Representative may organize a monitoring team to assist in the review of a grantee with multiple problem areas. As part of that team effort, the Senior CPD Representative is the recognized expert in terms of understanding a grantee's problems, the applicability of federal laws and statutes affecting the grantee's ability to perform, and designing alternative appropriate strategies or solutions. He/she is the primary contact with all assigned grantees and thus plays a major role in coordinating the monitoring review with the grantee and other HUD staff and specialists.

The CPD Representative is primarily responsible for assessing the adequacy of the grantee's management system(s), and with determining compliance in such priority areas as program process, accountability of awarded funds and program income, program benefit, national objectives and eligibility, effective use of funds and subrecipient management. He/she may also be required to conduct preliminary reviews in such areas as environment, labor standards, acquisition/relocation, and rehabilitation.

Based upon the preliminary review, the Senior Representative may take appropriate actions to seek further investigative work or to work with the grantee on the spot to make adjustments, and to resolve the problems previously encountered. He/she may meet with a variety of local officials, affected citizens, and other interested parties.

The incumbent analyses sample data, reviews files, and performs inspections of activities funded by CPD program grants. He/she analyses the information obtained and determines whether the grantee has complied with applicable laws and regulations. When the on-site review has been completed, the CPD Representative conveys the results of this analysis to grantee officials, both in person and in writing. The oral and written notification of this analysis must be clear and accurately stated. Particularly in the case of team visits, the Senior CPD Representative is required to obtain and incorporate the reviews of other staff members. He/she is responsible for appropriate follow-up actions to assure that all findings and concerns are resolved.

- E. **Completions and Closeouts.** The Senior CPD Representative 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.
- F. **Coordination.** As a Senior CPD Representative, the incumbent serves as team leader, working with other CPD Representatives and counterpart staff from other offices within HUD and other agencies to solve particularly complex problems and issues. The Senior CPD Representative is assigned responsibility for projects and activities which require extensive coordination within and outside the Department. The Senior CPD Representative does not carry out any supervisory functions. He/she may review and coordinate the work of other team members. He/she may be required to obtain expert skills in at least two CPD program areas and in that capacity act as the lead coordinator (e.g. Affordable Housing Coordinator) for the CPD Office or Team.
- G. **Other Duties As Assigned.** In addition to those duties carried out within the geographic area of his/her responsibility, the CPD Representative is directly and indirectly involved with meeting the goals established in the Annual Management Plan. The CPD Representative may also be required to work on Special projects.

III. Supervisory Controls:

Supervision Received. The Senior CPD Representative works under the general supervision of the CPD Director, Deputy Director or Program Manager and functions with minimum supervision in all aspects of assigned work. Decisions and recommendations presented are normally considered to be authoritative. Little specific direction or technical guidance is necessary, although the Program Manager, Deputy CPD Director or CPD Director may be consulted when particularly difficult or controversial issues arise. Guidelines consist of handbooks, agency directives, OMB Circulars and directives, program guidance and accepted grant practices.

V. Other Significant Factors

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

A Senior CPD Representative 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 that is the responsibility of the Senior CPD Representative. Other state or local laws and programs which impinge upon or reinforce the objectives of HUD programs must be understood. The incumbent must appreciate the complexities of urban life and the ability to work in an environment that is ever changing.