

REASON FOR THIS POSITION

1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>
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**POSITION DESCRIPTION
COVER SHEET**

D1633A

RECOMMENDED

4. TITLE Public Housing Revitalization Specialist - Occupancy Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 09
8. WORKING TITLE (Optional) Public Housing Revitalization Specialist - Occupancy Specialist	9. INCUMBENT (Optional)		

OFFICIAL

10. TITLE
Public Housing Revitalization Specialist (Occupancy Specialist)

11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 09	15. DATE (mm/dd/yyyy) 3/22/02	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) LHR
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Assistant Secretary for Public & Indain Housing (PIH)	5th
2nd General Deputy Assistant Secretary for PIH	6th
3rd Field Operations Staff	7th
4th HUB 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	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
		David R. Ziaya	3/21/02
21. SUPERVISOR'S NAME	24. SECOND LEVEL SUPERVISOR'S NAME		
	David R. Ziaya		
21a. SUPERVISOR'S TITLE	24a. SECOND LEVEL SUPERVISOR'S TITLE		
	Director, Field Operations Staff		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-6	950	6. Personal Contacts	6-2	25	
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	7-2	50	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-3	150	9. Work Environment	9-1	5	
5. Scope and Effect	5-3	150	TOTAL POINTS		1885	
					GRADE	GS-9

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE	30. DATE (mm/dd/yyyy)
David R. Ziaya	3/22/02
31. NAME	31a. TITLE
	Personnel Mgmt. Spec.
32. REMARKS	OPM CERTIFICATION NUMBER
Incumbent Only / no promotion potential	

**Public Housing Revitalization Specialist
(Occupancy Specialist)
OFFICE OF PUBLIC HOUSING
GS-1101-9**

INTRODUCTION

The incumbent is located in the HUB Field Office directly reporting to the Director, Office of Public Housing or subordinate supervisor as assigned. The incumbent supports the day to day operations of the field office by providing assistance, primarily, in the area of occupancy and performs work assignments which involve occupancy type concerns with PIH policies and procedures. The incumbent provides assistance to senior staff in resolving occupancy problems related PHA activities and projects. The incumbent may handle a wide variety of matters within the scope of the Office's responsibilities.

DUTIES AND RESPONSIBILITIES

1. The incumbent assists in assessing the performance of the PHA's in occupancy related areas, such as Tenant screening policy/practices, Marketing practices, Occupancy Rate, Eviction policy and practices Lease quality, on a continual basis, based upon PIH's internal data sources for both Low Rent Public Housing and Section 8 programs.
2. The incumbent assists senior PHRS in providing performance oversight, compliance assurance and technical assistance for Public Housing Agencies under the jurisdiction of the HUB Office and/or Program Center for the Department's public and assisted housing programs:
 - a. Section 8 Housing Choice Voucher and Moderate Rehabilitation Programs.
 - b. Capital Fund Programs [HOPE6, Modernization, Development, etc.]
 - c. Management Assessment Programs [i.e., PHAS, SEMAP].
 - d. Operating Fund Programs, Resident Self Sufficiency and Economic Independence Programs;
1. Participates in on-site reviews, audits and surveys of PHA operations to determine compliance with contractual and regulatory obligations and/or to evaluate PHA management performance via PHAS/SEMAP or a revised management assessment instrument. Team members will include peers from the HUB Field Office, or Program Center and relevant Management Centers. Assists the team in developing and carrying out recommendations when the housing authority management and local leaders are unable to improve performance and living conditions.
2. The incumbent assists PHRSs in assessing the performance of the PHAs in meeting public and assisted housing goals, using available information for both the Low Rent Public Housing and Section 8 programs. Identifies performance trends which indicate a particular problem area and develops strategies for responding to these trends. Works with other PHRSs to identify trends and develop strategies for dealing with these broad trends.
3. Provides technical assistance to staff in Program Offices and to housing authorities by responding to questions, identifying technical assistance needs, and developing tailored

- packages to address those needs using strategies such as peer assistance and local networking;
4. The incumbent assists PHRSs in analyzing PHAS/SEMAP or a revised management assessment instrument scores/data, results of the physical inspections, audit findings and results of a customer service survey to identify trends, and develop strategies to address problems and issues.
 5. The incumbent assists PHRSs in monitoring the implementation and compliance with relevant PHA policies and procedures;
 6. Utilizes available computer equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues, and generate appropriate work products;
 7. Assist higher-level staff in responding to questions/issues raised in Program Offices, Management Centers, residents of housing authorities, applicants, and outside parties;
 8. Coordinates activities with all Program Office, Management Center and Headquarters staff as is deemed necessary;
 9. Provides technical assistance and offers advice to Program Office staff, Management Center staff, or PHAs regarding the overall management and operations of HUD programs;
 10. Reviews Risk Analysis assessments with pertinent staff to assure a performance oriented approach to the correction of PHA problems.
 11. Assists in the identification, collection and dissemination of "Best Practices." Prepares analytical papers on programs assessing effectiveness and suggesting new policies and policy changes having local and/or national impact.

Factor 1, Knowledge Required by the Position

Knowledge of and skill in applying the rules, regulations and statutes and other controlling documents pertaining to all programs administered by PHA's in order to propose solutions to problems with cross-cutting implications to other assisted housing programs is necessary. Knowledge and skill in analytical and evaluative methods in order to enhance the effectiveness of PHA operations is also required.

These knowledge requirements will assist the specialist in negotiating and conferring with groups to resolve issues.

Factor 2, Supervisory Controls

The supervisor or subordinate supervisor as assigned sets the overall work objectives. The incumbent, with some coordination through the appropriate supervisor, is responsible for planning and carrying out assignments by determining, after identifying problems areas, what additional analysis of PHA performance data, and through coordination with other HUB Field Office or

Factor 6, Personal Contacts

Contacts are with employees in HUB Field Offices, Program Offices, Management Centers, Headquarters, staff at the local government/community level, staff at the PHAs, and PHA residents. Such contacts are usually established on an irregular basis, inside and outside of the agency.

Factor 7, Purpose of Contacts

The purpose is to exchange information or clarify questions related to programmatic or Departmental policies to PHA staff, interested citizens, and other HUD employees. In addition, the incumbent may be frequently called upon to influence or persuade local housing officials to accept revised or modified schedules and plans or policy and technical requirements.

Factor 8, Physical Demands

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required.

Factor 9, Work Environment

The work involves normal risks or discomforts associated with working in an adequately lighted and ventilated office environment.