

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE Relocation Specialist	5. PAY PLAN GS	6. SERIES 301	7. GRADE 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE <i>Relocation Specialist</i>						
11. PP <i>GS</i>	12. SERIES <i>301</i>	13. FUNC	14. GRADE <i>14</i>	15. DATE MONTH DAY YEAR		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
						17. CLASSIFIER <i>G. Lyman</i>

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Department of Housing and Urban Development	5th
2nd Office of Community Planning and Development	6th
3rd HUD Field Office	7th
4th	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>[Signature]</i> 5/3/02	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>[Signature]</i> 5/3/02	23. DATE
21. SUPERVISOR'S NAME AND TITLE Nadab Bynum, Director Office of Executive Services		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Roy A. Bernardi, 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	1-8	1550	6. Personal Contacts	4		
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	C	230	
3. Guidelines	3-5	650	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-5	325	27. TOTAL POINTS ▶		3,740	
					28. GRADE ▶	GS-14

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>[Signature]</i>	30. DATE 5/25/02
31. NAME AND TITLE Gary Lyman Chief, Staffing and Classification Branch, ASC-1	
32. REMARKS Misc. Admin + Program Series, GS-301, Jan 79; Admin Analysis Grade Eval Guide, Avg. 90. INCUMBENCY ALLOCATION ONLY.	33. OPM CERTIFICATION NUMBER In B.V.

Office of Community Planning and Development
HUD Field Office
Relocation Specialist, GS-301-14

I. Introduction:

This position is located in the Community Planning and Development (CPD). The incumbent is responsible for the administration of Department-wide policies, standards, regulations, procedures, and advisory materials implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and for the development and administration of policies, standards, procedures and advisory materials in connection with relocation, real estate and property management activities under Community Planning and Development Programs within the assigned Region.

CPD is the focal point within the Department for the development and implementation of relocation policies and techniques for HUD programs.

The incumbent serves as a Relocation Specialist and is responsible for the development and implementation of Region-wide policies, standards, regulations, procedures and advisory materials implementing the URA, Section 104(d) of the Housing and Community Development Act of 1974, and other laws and regulations governing displacement and real property acquisition and assists Headquarters in the development of Department-wide policies, procedures and regulations.

II. Major Duties and Responsibilities:

The incumbent in this position is given broad assignments, and exercises personal initiative in carrying out the following functions:

- A. Participates in the development of policies, standards, regulations, procedures and advisory materials governing relocation planning and execution activities and payment requirements for all programs administered by the Department within the Region. Develops and recommends positive programs, policies, procedures and regulations required to implement effectively the Department's social responsibilities with respect to relocation activities.
- B. Implements policies, standards, regulations, and procedures governing all aspects of relocation under all CPD programs. Implements relocation policies, standards, regulations and procedures under the URA for all programs administered by the Department.
- C. Represents the relocation goals and objectives of the Department to Regional representatives of national organizations (such as the Conference of Mayors, National Community Development Association, and National Association of Housing and Redevelopment Officials), State and local government officials, and private groups and organizations.

- D. Serves as HUD liaison with other Federal agencies in the Region administering relocation programs in interagency committees and in other groups and bodies, for the purpose of achieving greater consistency and workability of Federal relocation policies and procedures through joint development of policies, technical assistance and training activities.
- E. Develops and manages a compliance monitoring system to assure fair and proper treatment of persons displaced by HUD-assisted programs. Assesses field performance and makes appropriate organizational and operational recommendations.
- F. Assesses training requirements and coordinates and supervises the conduct of training activities required to meet departmental relocation responsibilities under the URA and certain HUD regulations governing non-HUD Act activities. This includes periodic conferences, seminars, workshops, and similar meetings held by HUD or held by national and regional organizations and other groups in conjunction with HUD.
- G. Provides advice and technical assistance to HUD field staff and local agency staff and the interpretation of policies, regulations, and procedures concerning relocation responsibilities. This includes CPD's direct advice and technical assistance functional responsibility to ensure that this function is effectively carried out by field staff and the supervision and coordination of HUD-assisted efforts by consultants and other organizations.
- H. Conducts evaluations of the effectiveness of Regional relocation activities under the URA and certain other HUD rules and the preparation of related reports for top HUD staff and for HUD submission to offices compiling Federal-wide reports. Assures the collection of data and other information required to compile Departmental reports on implementation of the URA and other CPD's relocation responsibilities.
- I. Because of the Department-wide nature of the CPD's relocation responsibilities and the sensitivity of displacement issues, the incumbent must assure proper coordination of policy development, implementation, monitoring and evaluation activities with Headquarters or HUD officials in other offices, including Housing, OGC, FHEO, Public and Indian Housing, and the Inspector General.

III. Supervisory Relationships:

- A. Supervision Received: The incumbent is expected to perform the duties of the position with only broad general guidance from the CPD Director exercising his/her own judgment in relation to all but extremely significant policy and procedural issues having broad program or HUD implications. He/she is expected to initiate and develop more effective means of carrying out the Department's relocation goals and objectives and to do so without technical supervision.

B. Supervision Exercised. None

IV. Other Significant Elements

The incumbent is depended upon to use a broad range of professional skills to perform required duties and undertake policy initiatives using new techniques and methodologies. Expertise in relocation, replacement of housing and real property acquisitions policy, a working knowledge of HUD programs, and the ability to formulate and implement policy initiatives is required. Experience in and the ability to conceptualize and clearly communicate is necessary.