

REASON FOR THIS POSITION

1. NEW <input checked="" 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

RECOMMENDED

4. TITLE Education & Outreach Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 301	7. GRADE (2) 11
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)		

OFFICIAL

10. TITLE
Education & Outreach Specialist

11. PP (2) GS	12. SERIES (4) 301	13. FUNC.(2)	14. GRADE(2) 11	15. DATE (mm/dd/yyyy) 08/24/2004	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th Immediate Office
2nd A/S for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Regional Office of FHEO	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) 2/6/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Floyd O. May	24. SECOND LEVEL SUPERVISOR'S NAME Carolyn Peoples		
21a. SUPERVISOR'S TITLE General Deputy Assistant Secretary for FHEO	24a. SECOND LEVEL SUPERVISOR'S TITLE Assistant Secretary for FHEO		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-7	1250	6. Personal Contacts			
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	3c	180	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-4	225	9. Work Environment	9-1	5	
5. Scope and Effect	5-3	150	TOTAL POINTS		2540	
					GRADE	GS-11

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) 8-24-2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) FPL (GS-12) REF: Primary Standard	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 11	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 301		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6)		5. OFF. TITLE (38) Education & Outreach Specialist					
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 2		7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 8				5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA		9. INTERDIS. CD (1) N = No Y = Interdis.		10. DATE CLASS (mm/dd/yyyy) 8/24/2004	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary Blank = NA				12. INACT/ACT (1) 1 = Inactive A = Active		13. DATE ABOL. (mm/dd/yyyy)		14. DATE INACT/REACT (mm/dd/yyyy)		15. AGCY. USE (10)			
16. INTERDIS. SER. (40)													
(4) (4) (4) (4) (4) (4) (4) (4) (4) (4)													
17. INTERDIS. TITLE CD. (50)													
(5) (5) (5) (5) (5) (5) (5) (5) (5) (5)													

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220 3 = SF278 4 = AD392 5 = SF849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS (3) O = Excepted but not A, B, C IN 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 9999							
6. WK. TITLE CD. (4)		7. WK. TITLE (38)													
8. ORG. STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*)								9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or Series E = New Position/New FTE							
10. TARGET GC. (2)		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) Blank = NA Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3) 11 0010 001		14. BUS. CD. (4)		15. DATE LAST AUDIT. (mm/dd/yyyy)		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 08/24/2004	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DATE REQ. REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y = Perm N = Other					
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act				Maintenance Review Act				Results							
3		1 = Desk Audit		5 = Desk Audit		1 = No Action Req.		5 = Series Change		9 = Other					
		2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade							
		3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade							
		4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change		8 = New Pos.							
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) 1 = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY USE (8)			

30. CLASSIFIER'S SIGNATURE	31. DATE (mm/dd/yyyy)
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32. REMARKS

OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY
Office of the Regional Director
Education and Outreach Specialist, GS-11

Introduction

This position is located in the Office of Fair Housing and Equal Opportunity, Office of the Regional Director. The incumbent serves as one of seven Education and Outreach Specialist and performs a wide variety of assignments involving fair housing education and outreach programs. The incumbent is involved with activities designed to increase public awareness of prohibited housing discrimination and how HUD combats it. The incumbent assist with coordinating Regional FHEO press activities for Fair Housing Month, the dissemination of all fair housing materials for the Region, and assist the Government Technical Representative with specialized outreach and education activities.

The Regional Director has basic knowledge of the Department's programs related to the education and outreach of civil rights and fair housing and equal opportunity programs administered by the Office of Fair Housing and Equal Opportunity including those under Title VIII of the Civil Rights Act of 1968, as amended, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation act of 1973; the Americans with Disabilities Act, the Age Discrimination Act and relevant Executive Orders and Regulations.

Duties and Responsibilities:

Coordinates the dissemination of information relating to fair housing programs, objectives and functions, through educational outreach activities to affected communities.

Researches information and makes recommendations to Regional Director on education and outreach topics to discuss with civil rights groups, community based organizations, housing counseling organizations, and real estate professionals.

Assist in providing technical assistance and training on fair housing issues and serves as alternate point of contact.

Gather factual information data to assist the Director with conducting special studies of the public's awareness of HUD's fair housing enforcement function in the Region. Prepares draft reports that detail the success/failure of education and outreach activities.

Confers with HUD's Office of Public Affairs and other organizations, which have the same or similar functions involving education and outreach to the public.

Accompany Director to meetings with local officials, organizations, and community groups in finding ways to reverse /eliminate patterns and practices that injure the protected classes.

Assist in the preparation of events and activities for National Fair Housing Month for the Region and makes recommendations to the Regional Director. Contacts public and private fair housing speakers and organizations to engage their participation in Fair Housing Month activities.

Factor 1- Knowledge Required by the Position:

Knowledge of the laws, regulations, and procedures that govern civil rights and equal opportunity in housing. A working knowledge of the programs administered by FHEO in order to identify, create, and implement education and outreach programs. Knowledge of the programs, how the programs are administered and the level of responsibility and importance of each level needed.

Basic knowledge of all housing; this includes public housing and housing for persons with disabilities in order to identify the areas where more/or better education and outreach is needed.

Basic knowledge of marketing techniques. Assist with producing and executing a successful marketing campaign, disseminates educational materials in all media forms (CDs, videos, written materials, etc).

Skill in fact- finding, analysis, research, skill in identifying problems, solving problems, and recommending solutions.

Skill in making oral presentation before large audiences of diverse backgrounds.

Factor 2 - Supervisory Controls:

The incumbent serves under the general guidance of the Regional Director. The incumbent serves under the general guidance of the Regional Director. The Director sets the overall goals of the various plans or projects assigned to the incumbent. The incumbent, with the supervisor, establishes the nature of the communication plans, deadline for implementation and the various phases to be achieved.

The incumbent is responsible for independently carrying out assignments in conformance with the broad range programs identified by the Headquarters Office of Education and Outreach. Procedures followed to accomplish the assignments are reviewed for accurateness, effectiveness, timeliness, and cost benefits. The incumbent resolves most of the problems or conflicts that arise, consulting with the Director where policy has not been established.

Completed work is reviewed by the Director for adherence to established policy and meeting the expected goals of the project.

Factor 3 – Guidelines:

Guidelines include applicable laws, and Departmental policies relating to the release of information to the general public, public and private industry groups, other government entities, and community organizations. A variety of administrative regulations and procedural guidelines are used to accomplish assignment. In some instances the employee must use judgment in researching the guidelines and determining the most effective approach.

Factor 4 – Complexity:

Assignments require implementing specific marketing and/or education outreach strategies in conveying information about programs to various communities and publics. This includes identifying audiences and determining the most effective communication strategies to use in reaching clients.

Factor 5 – Scope and Effect:

The purpose of the work is to help stakeholders and affected specialized groups understand fair housing programs, policies and functions of the Department, and to gain their cooperation in adopting the Office's recommended practices for decreasing fair housing complaints.

Factor 6 – Personal Contacts:

The contacts include individuals within the Department; officials, managers, and professionals up to the Office Director level. The incumbent may be asked to participate in meetings with principal staff advising them on education and outreach activities.

Contacts may also include individuals in other Federal, State, and local government agencies, grantees, advocacy groups, and individuals in the real estate industry.

Factor 7 – Purpose of Contacts:

The purpose is to promote education regarding housing discrimination and the legal vehicles and authorities available to challenge and eliminate the discrimination.

The incumbent meets as needed with officials to discuss ways and plans to devise new campaigns for promoting fair housing education.

Factor 8 – Physical Demand:

Work sometimes requires participation in meetings and planning sessions that can be for long periods of time or occur impromptu. The duties are sometimes performed under stringent time restraints. Extended travel may also be required.

Factor 9 – Work Environment:

Work is generally performed in offices, and in safe and comfortable work areas.