

**REASON FOR THIS POSITION**

1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
---	--	-----------------------

**POSITION DESCRIPTION COVER SHEET**

**RECOMMENDED**

4. TITLE <b>Community Planning and Development Representative</b>	5. PAY PLAN <b>GS</b>	6. SERIES <b>301</b>	7. GRADE <b>11</b>
--	--------------------------	-------------------------	-----------------------

8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)
-----------------------------	-------------------------

**OFFICIAL**

10. TITLE  
**Community Planning & Development Representative**

11. PP <b>GS</b>	12. SERIES <b>0301</b>	13. FUNC	14. GRADE <b>11</b>	15. DATE MONTH DAY YEAR <b>01 11 95</b>			16. U/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER <b>Albert Higgins, Jr.</b>
---------------------	---------------------------	----------	------------------------	---	--	--	--	--

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st <b>Department of Housing and Urban Development</b>	5th
2nd <b>Office of the Assistant Secretary for Community Planning and Development</b>	6th
3rd <b>Community Planning and Development Division</b>	7th
4th <b>HUD Field Office</b>	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	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Mark D. Fabiani</i>	21. DATE <b>1/11/95</b>
23. SUPERVISOR'S NAME AND TITLE <b>Joseph F. Smith, Director Office of Executive Services</b>	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE <b>Mark D. Fabiani, Deputy Assistant Secretary for Operations</b>		

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	25. 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 ▶

**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>Albert Higgins, Jr.</i>	30. DATE <b>1/11/95</b>
---	----------------------------

31. NAME AND TITLE  
**Albert Higgins, Jr., Personnel Management Specialist**

32. REMARKS <b>CLC 0908 FPL 12</b>	33. OPM CERTIFICATION NUMBER
---------------------------------------	------------------------------

**Assistant Secretary for Community Planning and Development  
Community Planning and Development Division  
HUD Field Office  
Community Planning and Development Representative, GS-301-11**

**I. INTRODUCTION**

This position is located in the Community Planning and Development Division, HUD Field Office. 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 (ESG); Housing Opportunities for Persons With AIDS (HOPWA), and Supportive housing Programs; HOPE II, 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 knowledge of the Department's legislation, regulations and policy directives to provide general information, advice and guidance, and support to other staff members in the development of policy and procedures as well as in monitoring and evaluating program performance in assigned program areas. These responsibilities require the incumbent to possess communication skills, including some understanding of negotiation techniques, to move grantees from policy to program implementation.

**II. DUTIES AND RESPONSIBILITIES**

**1. Advice and Guidance**

- a. Researches and advises senior level CPD staff on policy, management, resources and procedural requirements to be followed in carrying out HUD's program responsibilities.
- b. Provides support and assistance to grantees in meeting their local community development, affordable housing and homeless assistance needs in a comprehensive and consolidated manner. The CPD Representative assists current and potential grantees with meeting application or submission requirements by being able to effectively communicate the requirements as established in handbooks, Notices of Funding Availability, Program regulations or other technical material.
- c. Provides assistance to CPD program staff in developing training or workshop materials for use in instructing grantees on program requirements or submission procedures.

- d. Makes recommendations to senior level CPD staff to eliminate controversies, and/or improve grantee program performance or program performance or operations.
- e. Provides advice and assistance to senior level CPD staff on development and implementation of program goals and objectives as they relate to the achievement of the management plan objectives for the various CPD program areas.

## 2. Document Reviews

The CPD Representative reviews applications or Final Statements for assigned CPD programs. The Representative is expected to take the lead in notifying senior level staff of any disparities or deficiencies and provides recommended alternative courses of action for the grantee to take to correct the deficiencies or discrepancies. The CPD Representative may use his/her own initiative to suggest revisions to existing procedures or forms so that government processes may be streamlined and made more effective.

## 3. Monitoring

The CPD representative reviews and provides analysis of grantee performance for more senior level CPD Representatives to use as part of their evaluations of grantee performance. The CPD Representative participates under the supervision of more senior CPD Representatives in conducting Risk Analysis of grantees, participates in the Division's selection process for determining grantees to be monitored, and works with senior level staff to coordinate reviews. The Representative may participate in on-site meetings with a variety of local officials, affected citizens and other interested parties.

## 4. Coordination

The CPD Representative may be called upon to serve in a working group with counterpart HUD staff to devise recommended solutions to complex problems. The information and recommendations developed by the Representative may be used as part of a larger effort to improve program operations or grantee's performance.

## 5. Other Duties As Assigned

The CPD Representative may be requested to participate in interagency working groups or tasks forces, to coordinate activities with other offices within the Field Office, and to assist in the establishment of coordinative working groups among grantees.

### III. SUPERVISORY RELATIONSHIPS

The incumbent works under the supervision of a Program Manager. He/she functions with considerable independence in all aspects of assignments within the limits of assigned duties and program knowledge. The incumbent may request assistance from supervisors on difficult technical problems involving the application of new or questionable techniques, policies or procedures. Guidelines consist of published materials, written departmental policies and regulations, and procedures.

### IV. OTHER SIGNIFICANT ELEMENTS (Qualification Requirements)

The incumbent must possess the following:

1. Demonstrated knowledge of CPD programs, especially as it applies to assigned program areas.
2. Effective oral and written communication skills, allowing the incumbent to effectively represent the Department and serve as a liaison with CPD grantees and client groups.
3. Analytical skills to enable the incumbent to institute methods and approaches to solve problems, coordinate with Departmental and other groups to assure a coordinated approach to completing assigned tasks.
4. An understanding of the multi-disciplinary approach needed to effectively coordinate and implement CPD Programs at the local level.