

<b>REASON FOR THIS POSITION</b>			<b>POSITION DESCRIPTION COVER SHEET</b>
<input type="checkbox"/> 1. NEW	<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/> 3. REPLACES PD NUMBER	

<b>COMMENDED</b>						
LE <b>Program Manager</b>				5. PAY PLAN GS	6. SERIES 0301	7. GRADE 15
8. WORKING TITLE (Optional)				9. INCUMBENT (Optional) <i>Angelo Castillo - Incumbency</i>		

<b>OFFICIAL</b>						
10. TITLE <b>Program Manager</b>						
11. PP	12. SERIES	13. FUNC	14. GRADE	16. DATE		17. CLASSIFIER
GS	0301		15	MONTH	DAY	YEAR
				<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>	
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 Division	7th
4th Field Office	8th

<b>SUPERVISOR'S CERTIFICATION</b>			
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>Nadab Bynum</i> Nadab Bynum	20. DATE 8/14/02	22. SECOND LEVEL SUPERVISOR'S SIGNATURE Roy A. Bernardi	23. DATE
21. SUPERVISOR'S NAME AND TITLE Director, Office of Executive Services		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Assistant Secretary for CPD	

<b>FACTOR EVALUATION SYSTEM</b>					
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.					

<b>CLASSIFICATION CERTIFICATION</b>	
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>Gary Lyman</i>	30. DATE 8/14/02
NAME AND TITLE Gary Lyman, Chief, Staffing & Classification Br., ASC-1	

32. REMARKS <i>Incumbency only, Not to be filled at this level.</i>	33. OPM CERTIFICATION NUMBER
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**Assistant Secretary for Community Planning and Development**  
**Community Planning and Development**  
**HUD Field Office Community Planning and Development Representative**  
**Program Manager, GS-301-15 (Incumbency Only)**

I. Introduction

This position is located in the office of Community Planning and Development, HUD Field office. The incumbent is responsible for the supervision of a Program Management Team. Staff includes, professionals with backgrounds in the fields of planning, economic development, housing rehabilitation, community design and financing. Staff positions may include Environmental Officer, CPD Representatives, Financial Analysts, Program Assistants, CPD Representative Trainees other generalists and professionals. The team is responsible for providing services to local grantees (State, local governments or non-profit agencies) and representatives of the private and public sectors including educational and financial institutions.

The Program Manager has the responsibility for the administration and management of all CPD Programs within his/her assigned area. CPD programs include: Community Development Block Grant (CDBG) Entitlement and State Programs; HOME; Section 108 Loan Guarantee Programs; Economic Development Initiative (EDI); Homeless Assistance for Persons With AIDS (HOPWA) and Supportive Housing Programs; HOPE 111; The Neighborhood Development Program; Empowerment Zone and Enterprise Community Program; and Technical Assistance Programs; and any new or evolving programs which may be instituted by the Department and assigned to CPD for administration and management. The incumbent is responsible for ensuring that such programs are effectively coordinated through the Consolidated Plan process and further CPD's Continuum of Care and CDBG=JOBS policy objectives.

The Program Manager must possess and exercise sound judgement and initiative in overcoming obstacles to program implementation. The Program Manager must be able to make independent judgements concerning the deployment of staff and resources consistent with the policies of the CPD Director.

Assigned staff to the Management Team may have varying experience or knowledge in addressing a variety of administrative, environmental, social, economic or affordable housing, problems, may lack expertise in the necessary financial management of federal program funds, or have varying experiences in working with large or complex administrative or political structures. The Program Manager will be expected to work with assigned staff to improve their understanding and skill levels to ensure the effective coordination of CPD programs as required under the Consolidated Plan and furthered through the implementation of a local Continuum of Care. The Program must possess and exercise sound judgement and initiative in overcoming obstacles to program implementation. The Program Manager must be able to make independent judgements

concerning the deployment of staff and resources consistent with the policies of the CPD Director.

The Program Manager must possess and exercise sound judgment and initiative in overcoming obstacles to program implementation. In a majority of cases, the Program Manager will be called upon to act as a trouble shooter to resolve complex issues and foster cooperative working relationships between parties at the State and local government levels involved in CPD programs, within the CPD field office, or to vocalize local concerns at Headquarters meetings or conference calls. When accomplishing this mission, the Program Manager may establish, with the approval of the CPD Director, special committees or Task Forces to address specific problems or issues. The Program Manager must be able to deal with hostile audience or grantees, exercising considerable tact and judgment when speaking for the Department. The Program Manager must exercise independent judgment, 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

- **Management.** The incumbent is responsible for ensuring that subordinates are developing and adhering to schedule for program planning, development and execution; that priorities of the management plan are being adhered to including the attainment of specific program goals and policy objectives; the work schedules and progress reports of subordinates; plans training programs to provide better service to communities and improve staff performance levels; and develops and implements a plan for the effective management and administration of program data and data processing functions. The responsibility for data processing and management functions includes the management and administration of ADP systems used for CPD programs by clients as well as staff.
- **Coordination and Delivery of Services.** The incumbent is responsible for ensuring that assigned communities receive essential CPD Field Office services and that communities and public agencies engaged in CPD Programs carry out programs and contractual requirements in a timely and efficient manner. The incumbent either directly or through assigned staff is responsible for preparing and conducting informational and technical briefings on CPD programs.
- **Representation.** Through written and oral communication, the Program Manager serves as a major point of contact with representatives of major cities and metropolitan areas, including elected and appointed officials of Federal, State, and local governments, the private sector and public, educational and financial institutions, members of the banking and mortgage communities, developers of industrial and commercial properties; and housing developers on all CPD program areas. The Program Manager may be called upon to address State and local government bodies,

private not-for-profit agencies, civic groups and/or professional organizations on CPD Programs, initiatives or Secretarial priorities.

- **Technical Assistance and Training.** The Program Manager provides leadership, support and assistance to personnel assigned to the team as well as program grantees of major cities and metropolitan areas and potential grantees. The incumbent assists the team members in the development of short and long-range goals and objectives related to assisting grantees in meeting the Consolidated Plan requirements, coordinating proposals with other HUD program areas and where appropriate other Federal programs to assure compatibility and the establishment of consistent and measurable goals.

In providing technical assistance and support to team members, the incumbent ensures that grantees have sufficient information to meet application or submission requirements for all the CPD programs, suggests solutions if difficulties arise and shares information regarding improved program practices, program regulatory or statutory changes, and revisions to handbooks, notices and policy directives.

The incumbent is often called upon to resolve problems involving complex or controversial issues in major cities or urban counties and makes arrangements for the provision of technical assistance to address identified problems.

The incumbent is responsible for ensuring that all CPD assigned staff and clients are familiar with using CPD computer systems including the CPD Electronic Bulletin Board, computerized consolidated plan software and systems; and other systems and services.

- **Program Monitoring.** The incumbent schedules visits of team members to communities, private and public groups and program applicants and grantees to review progress, identify program weakness and strengths, and provide technical assistance services, either through staff or use of technical assistance providers. The incumbent is responsible for reviewing local program operations to ensure efficient use of Federal funds and compliance with applicable policies, requirements and procedures. Where corrective actions are needed, assigns staff or directly assist in resolving any problems. Program reviews include adherence to applicable Federal laws and regulations pertaining to relocation, equal opportunity and promotion/use of Minority Business Enterprise (MBE); environment; labor standards; acquisition and disposition-, financial management; citizen participation; Consolidated Plan and Continuum of Care established for the community; rehabilitation; and Federal and private sector participation in Empowerment Zone/Enterprise Community activities and Consolidated Plans, policies and procedures.
- **Document Reviews.** The Program Manager reviews applications or Final Statements for the following programs: Community Development Block Grant (CDBG); Special Needs Assistance (Homeless) Programs; HOPWA; Emergency

Shelter Grant; Technical Assistance and other special discretionary programs. The Program Manager reviews plan and report periodically submitted by grantees and working with Program Management Teams, or national working groups or task forces, determines areas where training or technical assistance would be most appropriate e.g. Consolidated Plans, semi-annual, annual and close-out reports; and Grantee Performance Reports (GPRs). The Program Manager is expected to take the lead and inform CPD senior level staff of any disparities or deficiencies and provide alternative recommended courses of action that the CPD representatives could offer to grantees as remedies to correct the noted deficiencies. The Program Manager is also expected to organize and coordinate, as necessary, with other HUD staff to determine grantee performance and capacity including working with the DIGA staff to develop improved risk analysis methodologies and coordinated procedures to reduce duplicative or overlapping functions. The Program Manager using his/her own initiative may determine it necessary or appropriate to suggest revision 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.

- **Other Duties As Assigned.** In addition to those duties carried out by his/her assigned team, the incumbent is responsible for meeting the goals established in the Annual Management Plan. He/she or designated team members may be called upon to carry out activities or functions that are normally conducted by other Management Teams within CPD. For example, he/she or staff may be required to train staff, serve on interdivisional committees, or act as the Office's representative on local, state or interagency councils or task forces, and/or act in the absence of the Deputy or Director as required.

### III. Supervision and Guidance.

**Supervision Received.** The Program Manager works under the general supervision of the CPD Director or Deputy Director and functions with considerable independence in all aspects of assigned work, within the limits of practice and policy. Decisions and recommendations presented are normally considered to be authoritative. Little specific direction or technical guidance is necessary, although the Deputy Director or 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 but they have limited applicability to require considerable adaptation to specific grantee problems.

**Supervision Provided.** The incumbent supervises a subordinate staff with Senior CPD Representatives possessing multiple skills and areas of expertise. This includes planning and scheduling priorities within appropriate guidelines, assigning, coordinating and performing technical reviews of the work, evaluating performance, providing technical and

administrative advice and assistance, hearing and resolving employee complaints, taking minor disciplinary actions, and recommending action in more serious cases, identifying employee's developmental needs including ensuring that employees have an Individual Development Plan and are provided training opportunities consistent with the approved plan; interviewing candidates for positions, and making recommendations for appointments, promotions, and reassignments; and evaluating and writing employees performance standards and evaluations consistent with Departmental practices and policies.

#### IV. Qualifications Required.

Extensive and substantive knowledge of CPD policies, programs, regulations, and procedures and their interrelationships with other programs administered by HUD and where appropriate other Federal agencies.

Ability to manage and direct pro-rams through a subordinate staff, and to provide management guidance and oversight to counterpart managers in larger CPD Field Offices.

Ability to consider a broad spectrum of factors when making decisions or recommendations including public policy stances, economic impact, Congressional relations, effect on other organizational units and entities both within and outside the Department, national and regional program goals, and staff resources.

Ability to communicate effectively in writing and orally.

Ability to organize and conduct conferences and public meetings with officials, including the Chief Executive and Chief Elected Official of State and units of general local government and their sub-agencies, and with private sector organizations in order to promote an understanding of the Department's policies and procedures and to gain the cooperation of these officials without technically compromising such policies.

Ability to make independent judgement concerning the deployment of staff and resources consistent with the policies of the CPD Director.