

IC 6993

| REASON FOR THIS POSITION |  |                           |
|--------------------------|--|---------------------------|
| 1. NEW                   | 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) | 3. REPLACES PD NUMBER (8) |
| <input type="checkbox"/> | <input type="checkbox"/>                               | <input type="checkbox"/>  |

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

|   |                       |                         |                    |
|---|-----------------------|-------------------------|--------------------|
| 4. TITLE<br><u>Senior Community Planning and Development Rep.</u> | 6. PAY PLAN (2)<br>GS | 6. SERIES (4)<br>0301   | 7. GRADE (2)<br>15 |
| 8. WORKING TITLE (Optional)                                       |                       | 9. INCUMBENT (Optional) |                    |

OFFICIAL

|  |                        |              |                    |                       |   |                       |
|--|------------------------|--------------|--------------------|-----------------------|---|-----------------------|
| 10. TITLE<br><u>Senior Community Planning and Development Representative (Incumbency Only)</u> |                        |              |                    |                       |   |                       |
| 11. PP (2)<br>GS   | 12. SERIES (4)<br>0301 | 13. FUNC.(2) | 14. GRADE(2)<br>15 | 15. DATE (mm/dd/yyyy) | 18. I/A<br><input type="checkbox"/> yes <input type="checkbox"/> No | 17. CLASSIFIER (Name) |

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

|   |     |
|---|-----|
| 1st <u>Department of Housing and Urban Development</u>                              | 5th |
| 2nd <u>Office of the Assistant Secretary for Community Planning and Development</u> | 6th |
| 3rd <u>Community Planning and Development Division</u>                              | 7th |
| 4th <u>Field Office</u>   | 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<br><i>Roy A. Bernardi</i> | 23. DATE (mm/dd/yyyy)<br>7/5/02 |
| 21. SUPERVISOR'S NAME<br><u>Nadab Bynum</u>                              | 24. SECOND LEVEL SUPERVISOR'S NAME<br><u>Roy A. Bernardi</u>               |   |                                 |
| 21a. SUPERVISOR'S TITLE<br><u>Director, Office of Executive Services</u> | 24a. SECOND LEVEL SUPERVISOR'S TITLE<br><u>Assistant Secretary for CPD</u> |   |                                 |

FACTOR EVALUATION SYSTEM

| 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     |             |            | TOTAL POINTS           |             |            |
|                         |             |            |                        |             | GRADE      |

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<br><i>Gary Lyman</i>    | 30. DATE (mm/dd/yyyy)<br>7/5/02                           |
| NAME<br><u>Gary Lyman</u>             | 31a. TITLE<br><u>Chief, Staffing + Classification Br.</u> |
| 32. REMARKS<br><u>Incumbency only</u> | 33. OPM CERTIFICATION NUMBER                              |

**Assistant Secretary for Community Planning and Development  
Community Planning and Development  
HUD Field Office  
Senior Community Planning and Development Representative  
GS-0301-15 (Incumbency Only)**

**I. Introduction**

This position is located in the Community Planning and Development Division, HUD Field Office. The incumbent is generally the point of contact on behalf of the CPD Director with the full array of CPD Program grantees within the geographic location of the HUD Field Office, or to provide technical guidance on issues affecting the field office that are national in scope or which bring a national perspective to the office's work assignments. Areas of specific program knowledge and expertise are: Community Development Block Grant (CDBG) Entitlement and State Programs, HOME, Section 108 Loan Guarantee Programs including Emergency Shelter Grants ("I), Housing Opportunities for Persons With AIDS (HOPWA), and Supportive Housing Programs; HOPE III, 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 extensive knowledge of Department's legislation, regulations and policy directives in all CPD's programs from a local and national perspective to provide information, advice and technical assistance to elected officials, Chief Executive Officers, senior level staff, managers and other officials at the city, county or State government levels, private-not-for profit, and the private business sector. The CPD Program Advisor has extensive knowledge of the CPD grantees in the Field Office's jurisdiction, with emphasis on those grantees of particular concern to the CPD Director, the Assistant Secretary for CPD and the Secretary of the Department. These responsibilities requires the incumbent to possess considerable communication and negotiation skills, a thorough understanding of one or more HUD programs and the ability to translate administration policy goals into effective implementation strategies.

Assigned grantees may have vary histories of administrative, environmental, social, economic or affordable housing problems, may lack expertise in the necessary financial management of federal program funds, or have large or complex administrative and political structures inhibiting the effective coordination of CPD programs as required under the Consolidated Plan and furthered through implementation of a local Continuum of Care. The assigned grantee(s) normally have multiple HUD grants, administer programs or projects which leverage public and private funds and which simultaneously encompass a variety of Federal, State and local programs funding sources.

The Senior CPD Representative must possess and exercise sound judgment and initiative in overcoming obstacles to program implementation. In a majority of cases, the

Senior CPD Rep. 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 Senior CPD Representative may establish, with the approval of the CPD Director, special committees or Task Forces to address specific problems or issues. The Senior CPD Rep. must be able to deal with hostile audience or grantees, exercising considerable tact and judgment when speaking for the Department. The Senior CPD Rep. 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

- A. **Representation.** Through written and oral presentation the Senior CPD Rep. is expected to represent the CPD Director or Assistant Secretary for CPD at various meetings public events both locally and at Headquarters. In addition he/she must be able to respond to telephonic, written or in-person request from the grantees, HUD, state and local and other Federal officials, the Sec Rep or Area Coordinator, and the public on all CPD programs and program initiatives. The Senior CPD Rep. will be called upon to address State and local government bodies, private not-for-profit agencies, civic groups, or professional organizations on CPD programs initiatives and Secretarial priorities. The Senior CPD Rep. must possess public speaking skills and be able to communicate effectively in large and small group meetings with persons of diverse ethnic backgrounds and knowledge of CPD programs.
- B. **Technical Assistance and Training.** The Senior CPD Rep. provides support and assistance to grantees in meeting their local community development, affordable housing and homeless needs in a comprehensive, consolidated manner. The Senior CPD Rep. assists current and potential grantees with meeting application or submission requirements through either direct assistance, written communication, or referral and coordination with other CPD or HUD staff. He/she undertakes assistance after program approval with regard to Federal requirements for program operation, suggests solutions if difficulties arise and share information regarding improved management practices. The Senior CPD Rep. may establish and chair special task forces or working groups to suggest improvements in Field Office operations, grantee operations or to assist a grantee with long-standing or particular problems. The Senior CPD Rep. may also be called upon to head up a disaster relief team should such a need exist within the field office jurisdiction. The team would work with a variety of local state and federal officials to develop a recovery strategy and ensure assistance was rapidly deployed.

As necessary, the Senior CPD Rep. is required to lay out options for the CPD Director and staff to consider to make programs operate more effectively. The Senior CPD Rep. is involved in the formulation of programmatic options and analysis of

ways to streamline programs, eliminate administrative obstacles and improve grantee performance. For example assisting grantees in understanding strategic planning concepts, coordinating local and federal programs under the consolidated plan, encouraging citizen empowerment through effective citizen participation, and empowering citizens through the creation of jobs and economic opportunities for local residents.

The technical assistance is provided on an individual basis, but may also involve participation in workshops or training to a grantee's staff. Training can be formal or informal, depending upon the needs of the grantee(s). The Senior CPD Rep. is expected to take the lead and exercise considerable independent judgment regarding the most appropriate technical assistance to be provided and whether or not short-or-long term assistance is required. He/she is expected to organize and work with the grantee and local technical assistance providers to develop a program of technical assistance services aimed at improving the grantees performance. The technical assistance should make a significant contribution to the grantee's ability to administer their HUD-assisted programs.

- C. **Document Reviews.** The Senior CPD Rep. 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 Senior CPD Representative 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 Senior CPD Representative 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 Senior CPD Representative 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 Senior CPD Representative advising 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.
- D. **Monitoring.** The Senior CPD Representative has oversight for ensuring that monitoring findings or outstanding audits are all cleared within the required time-frames. The Senior CPD Representative is responsible for monitoring and evaluating recipients of CDBG, Special Needs Assistance Program (Homeless) and other grants.

This process requires planning, scheduling, conducting on-site review, analyzing information, coordinating group activities and recommending subsequent actions. The Senior CPD Representative undertakes a risk analysis, participates in the Team's and Division-wide selection process, and prepares a written strategy for monitoring. The Senior CPD Representative may organize a monitoring team to assist in the review of a grantee with multiple problem areas. As part of that team effort, the Senior CPD Representative is the recognized expert resource in the Field Office in terms of understanding the breadth and scope of grantee's ability to perform, and designing alternative appropriate strategies or solutions. He/she plays a major role in coordinating monitoring review teams with the grantee and other HUD staff specialist, when such teams are appropriate.

Following the on-site portion of the review, the Senior CPD Representative is responsible for assessing the adequacy of the review team's efforts in addressing a grantee's management system(s), determining whether team members adequately addressed compliance in such priority areas as program process, accountability of awarded funds and program income, program benefit, national objectives and eligibility, and effective use of funds and sub-recipient management. He/she may also be required to conduct preliminary reviews in such areas as environment, labor standards, acquisition/relocation, and rehabilitation. Based upon the preliminary review, the Senior CPD Representative may take appropriate actions to seek further investigative work or to work directly with the CPD Representative to make adjustments to resolve the problems previously encountered. In assisting grantee's, he/she may meet with a variety of local officials, affected citizens, and other interested parties.

The incumbent analyses sample data, reviews files, and performs inspections of activities funded by CPD program grants. He/she analyses the information obtained and determines whether the grantee has complied with applicable laws and regulations. When the analysis of the on-site review has been completed, the Senior CPD Representative conveys the results of this analysis to CPD staff, both orally and in writing. The oral and written notification of this analysis must be clear and accurately stated. Particularly in the case of team visits, the Senior CPD Representative required to obtain and incorporate the reviews of other staff members. The Senior CPD Representative may accompany team members in conducting grantee compliance reviews. He/she is responsible for ensuring that appropriate follow-up actions are taken to assure that all monitoring findings and concerns are resolved.

Implements creative and positive analytical approaches for resolving complex audit issues associated with CPD programs.

- E. **Completion and Close-outs.** The Senior CPD Representative coordinates the completion and close-out of assigned projects and grants. He/she is responsible for advising the grantee of the close-out process with the appropriate staff.

- F. **Other Duties As Assigned.** In addition to those duties carried out within the geographic area of his/her responsibility, the Senior CPD Representative is involved with meeting the goals established in the Annual Management Plan. For example, he/she may be called upon to carry out activities that are normally the function of other HUD staff. He/she may be required to train other staff in the office or serve on interdivisional committees or act as the Office's representative on local, state or interagency councils or task forces. He/she may be required to obtain expert skills in at least one HUD program area and in that capacity act as the lead coordinator (e.g. Homeless Coordinator) for the CPD Office or Team. The Senior CPD Representative may also be required to work on Special projects.

### III. Supervisory Control:

**Supervision Exercised.** As a Senior CPD Representative, the incumbent may serve as team leader, working with other CPD Representatives and counterpart staff from other offices within HUD to solve particularly complex problems and issues. The Senior CPD Representative is assigned responsibility for projects and activities which require extensive coordination within and outside the Department. While the Senior CPD Representative does not carry out all supervisory functions, he/she may assign and review work of other team members and may provide performance information to the official supervisor.

**Supervision Received.** The Senior CPD Representative 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.

### IV. Other Significant Factors

Effective performance requires that the Senior CPD Representative spends considerable time in the field. He/she must be able to travel 15-20% of the time.

The Senior CPD Representative must possess the ability to communicate effectively orally and in writing. Considerable tact, diplomacy and persuasion are required to deal effectively with divergent groups.

A Senior CPD Representative is expected to have a broad knowledge of the social, environmental, economic and political forces that comprise the array of community

development and affordable housing needs of grantee's within the geographic area of the Field Office.

### Factor 1, Knowledge Required by the Position - Level - 1-9 1950 Points

A mastery of HUD rules and regulations, statutes and other controlling documents pertaining to various *CPD* programs to facilitate developing new or improved work methods, procedures, organizational structures, etc; *and to serve as a recognized authority assisting HUD policymakers and subject matter experts.*

A mastery of the trends in *CPD* programs, and the management and utilization of up-to-date information within the field in order to provide *CPD* staff with information upon which to develop solutions to significant problems, *of potentially broad impact.*

### Factor 2, Supervisory Controls - Level - 2-5 650 Points

Work is done under minimal supervision of the Director, who provides guidance as to major Departmental objectives, priorities and policies, and who is available for consultation. The work is reviewed in terms of overall accomplishments, meeting of critical deadlines and compliance with objectives. It involves a high degree of independent judgement, although matters concerning substantive questions may be addressed with Director. The incumbent functions independently on a *project* basis in planning and managing assignments, independently determining the proper scope of the project, the methods to be used to achieve the objective and discusses only unusual situations with the supervisor. Independent decisions regarding work priorities are normally unreviewed prior to final action assuming consideration is given to overall requirements. The incumbent is available, as required for technical consultation for field staff. The Director relies on the technical expertise of the incumbent in assuring that overall goals and objectives are met.

### Factor 3, Guidelines - Level 3-5 650 Points

Guidelines include Departmental Handbooks, Notices, and Guidelines. The expert uses judgement and ingenuity in adapting these policies to solve extremely complex problems, and in developing new methods for use by the *CPD* staff. *For some sensitive and unusual issues there are no precedents to draw on.*

### Factor 4, Complexity - Level 4-5 450 Points

The work involves performing complex reviews and analyses of *CPD* problems and issues, identifying operational and programmatic deficiencies, and providing *CPD* staff with technical assistance. The incumbent is regularly consulted by Headquarters policy staff when commenting on legislative initiatives proposed by policy changes, etc. Recommendations by the incumbent are often given serious consideration due to his/her expertise in the *CPD* field.

### Factor 5, Scope and Effect - Level 5-5 325 Points

The work involves developing programs and procedures necessary to analyze program effectiveness and recommend appropriate changes in extremely complex program operations. Many of these changes extend throughout the Field Office and may be shared with Headquarters for nationwide implementation.



**Factor 6, Personnel Contacts - Level 6-3 60 Points**

Contracts are with employees in Field offices, *CPD* clients, and employees in Headquarters. Contacts are for the purpose of exchanging information or clarifying information or clarifying questions or negotiating resolutions to complex issues.

**Factor 7, Purpose of Contacts - Level 7-3 120 Points**

The purpose of the contacts is to resolve problems, develop improved systems, gather information, etc.

**Factor 8, Physical Demands - Level 8-1 5 Points**

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

**Factor 9, Work Environment - Level 9-1 5 Points**

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

*Total Points - 415*