

REASON FOR THIS POSITION

1. NEW 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) 3. REPLACES PD NUMBER (8) **GR049501**

POSITION DESCRIPTION COVER SHEET

AS22689

RECOMMENDED

4. TITLE: Director, Fair Housing Initiatives Program Support Division

5. PAY PLAN (2): GS 6. SERIES (4): 0343 7. GRADE (2): 15

8. WORKING TITLE (Optional): 9. INCUMBENT (Optional): Myron Newry

OFFICIAL

10. TITLE: Supervisory Program Analyst

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

1st Housing and Urban Development	5th Office of Programs
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Fair Housing Initiatives Program Support Division
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary for Enforcement and Programs	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: 23. DATE (mm/dd/yyyy): 1/23/04

21. SUPERVISOR'S NAME: 24. SECOND LEVEL SUPERVISOR'S NAME: Jon L. Gant

21a. SUPERVISOR'S TITLE: Director, Office of Programs 24a. SECOND LEVEL SUPERVISOR'S TITLE: Deputy Assistant Secretary for Enforcement and Programs

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		
See attached classification evaluation					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: *Lewis C. Anderson* 30. DATE (mm/dd/yyyy): 07/13/04

31. NAME: Lewis C. Anderson 31a. TITLE: Chief, Grants Management Branch

32. REMARKS: 33. OPM CERTIFICATION NUMBER:

**Office of Programs
Fair Housing Initiatives Program Support Division
Director, GS-343-15**

INTRODUCTION:

The position is located in the Office of Deputy Assistant Secretary for Enforcement and Programs, Office of Programs, Fair Housing Initiatives Program Support Division.

The Fair Housing Initiative Program statute (Sec. 561 of the 1987 Housing and Community Development Act, as amended in 1992) authorizes the Secretary to make funds available through grant agreements or by contract in support of activities that assure compliance with the Fair Housing Act (FHAct) and substantially equivalent State or local fair housing laws. Therefore, the mission of the Fair Housing Initiatives Program Division is to administer and manage the FHIP grant agreements and contracts according to Office of Management Circulars, (OMB) Circulars A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of High Education, Hospitals, and other Non-Profit Organization; A-122; (24 CFR Part 85) "Cost Principles for Non-Profit Organizations (24 CR part 84); A-123, "Management Accountability and Control; and A-133, "Audits of States, Local Governments, and Non-Profit Organizations; and Department Grants Policies.

DUTIES AND RESPONSIBILITIES:

Manages and supervises the activities of the Fair Housing Initiatives Program Support Division. The staff includes four professionals, (3) Program Analyst, GS-343-14, (1) Program Analyst, GS-343-13, two trainees, (1) Program Analyst, GS-343-7, (1) Program Analyst, GS-343-9, two support staff, (1) Program Assistant, GS-344-8, and (1) Secretary, GS-318-7.

Supervises a staff and manages other resources to achieve maximum efficiency and balance in utilizing the resources assigned. Plan work to be accomplished by subordinates, set and adjust short-term priorities and prepare schedules for completion of work. Assigns work to subordinates based on priorities of the office and ensures work is efficiently and effectively carried out. Evaluates work performance of subordinates, developing budget and administering and managing funds. Establishes goals, objectives and activities for the division. Responsible for identifying training needs and ensures the staff receive proper training. Also responsible for counseling, disciplinary actions, awards, merit staffing, reassignments, rotations, promotions, delegating responsibilities, and other actions.

Administer and manages the FHIP grants. Responsibilities include: (1) ensuring compliance with all OMB and Departmental requirements; (2) developing notices of funding availability (NOFAs) based on fair housing policies and practices; (3) developing statements of work for competitive contracts; (4) implementing appropriate monitoring

systems to evaluate both project quality and financial accountability of grantees and contractors; (5) providing written guidance and technical assistance to the technical evaluation panel contractor, and on the negotiation of awards, close out of awards, performance problems; (6) providing oversight on national FHIP grants; (7) setting performance standards for grantees; and (8) responding to inquiries regarding FHIP.

Recommends, initiates, develops and revises formulas for allocation of resources for the Fair Housing Initiatives Program, descriptions of program components, criteria for eligibility, and proposal application forms for funding of State and local governmental agencies and private fair housing organizations.

Writes substantive, interpretive and procedural regulations and formal guidelines for affirmative administrative of the Fair Housing Amendments Act of 1988, as affecting Federal, State and local fair housing programs.

Develops, schedules and arranges fair housing national conferences and trainings related to relevant to the FHIP.

Drafts, prepares formal comments, or otherwise makes substantive recommendations with respect to proposed legislation affecting HUD's fair housing and equal opportunity programs and obligations as it relates to FHIP.

Participates in the development of training modules and materials, and participates as an instructor in training activities for title VIII programs.

Participates in the preparation of briefing books related to fair housing, for presentation before Congressional committees.

Recommends and drafts policy statements for the Office director and prepares comments on correspondence involving complex and significant policy issues.

Prepares portions of testimony for OMB and Congressional hearings regarding budget proposals related to the work of the Division.

Assists in preparing policy briefings and presentations to high-level officials.

Represents the Office and Department at conferences held by officials of other government agencies. Provides technical assistance and advice to the Office Director formulating policies, programs, methods, and new and revised procedures.

Participates with Office Director in review of and makes recommendations on improvement of work methods, and program and organizational initiatives.

Sets long-range plans and short-range operating objectives for the Division that include clearly stated, quantified and measurable objectives, to measure performance both in terms of achievement and efficient use of resources.

Develops staff at all levels in terms of their technical and supervisory capabilities to insure using their potential to the fullest extent toward achievement of the Division mission.

Prepares annual budgetary data and estimates for current and ensuing fiscal years, taking into consideration present and anticipated workload volume and staff year requirements.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION.

Mastery knowledge of advanced management and organizational functions, processes, principles, methods and procedures used to gather, analyze and evaluate information concerning management/program organization operations.

Expert knowledge of the Fair Housing programs, principles and concepts as they relate to the Fair Housing Initiative Programs

Expert knowledge of the Department's grant's management, budget laws and regulations, the Fair Housing Act and FHEO's mission, FHIP programs, and legislative history, in order to develop policies to implement FHIP program goals nationwide and to ensure compliance with regulations in place.

Ability to analyze numerical and narrative data and present recommendations and conclusions based on the analyses in such a form and manner, whether oral or written.

Skill in fact finding, analysis, research, problem solving, writing and consulting to identify problems and recommend new and significant solutions.

Expert knowledge of analytical and evaluative methods used for analyzing and measuring the effectiveness, efficiency and productivity of technical programs.

A broad and comprehensive knowledge of management concepts, principles, practices and techniques.

Comprehensive knowledge of the budget process, budget analysis techniques and budgetary policies as they relate to the FHIP program.

Knowledge of personal computers, EXCEL or similar spreadsheet software, and also the Department's financial data systems (currently Data-Mark).

Skill in oral and written communication.

Factor 2. Supervisory Controls

Work is done under minimal supervision of the Office Director. The Office Director provides guidance as to major departmental objectives, priorities and policies. The work

is reviewed in terms of overall accomplishments, meeting of critical deadlines and compliance with objectives. It involves a high degree of independent judgment and although matters concerning substantive questions may be addressed with the Office. 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 reviewed prior to final action assuming consideration is given to overall requirements. The Office Director relies on the technical expertise of the incumbent in assuring that overall goals and objectives of the Office are met.

FACTOR 3. GUIDELINES

Guidelines regularly used include the Fair Housing Act, FHIP Regulations and Statutes, OMB Circulars A-122, A-87, and A-110, FHAP Guidance, FHIP Notice of Funding Availability (NOFA), and FHIP Guidebooks for Grant Administration. The incumbent must interpret broad legislation, regulatory and policy guidance for application to FHIP.

Incumbent must be fully cognizant of all Super NOFA Guidance policy changes as they pertain to FHIP regulations and statutes.

Incumbent must stay abreast of all policy changes initiated through the Office of Departmental Grants Management as they apply to FHIP. As a result, the incumbent will exercise a high degree of judgment to ensure that FHEO concerns are included and dealt with.

Factor 4. COMPLEXITY:

Assignments are to plan, direct and conduct broad studies, analyze and recommend decisions on highly complex and broad problems of a fundamental or precedent setting nature. Generally the problems dealt with involve a unique combination of facts, conditions and issues.

On a continuing basis, incumbent provides specialized assistance on grants management and budget matters as they pertain to FHIP. The incumbent directs the coordination, formulation, evaluation and presentation of budget materials for FHIP and justification for these programs. The incumbent is frequently requested to provide informed advice and judgment on specific legislative proposals, administrative regulations, and other programmatic policy and procedures.

Work involves planning and administering methods and techniques to enable FHEO to carry out its mission. The incumbent will recommend to Director, FHIP Support Division priorities for the allocation and distribution of FHIP funds. The incumbent assures that there is a balance at all times and initiates requests to the Office of Budget and Administration for reprogramming actions to transfer funds when necessary.

Incumbent must develop and maintain appropriate internal procedures to properly monitor the use of all program, salaries and expenses, and operations budget funds.

FACTOR 5. SCOPE AND EFFECT

The work of the position results in improvements in the overall implementation of FHEO programs in Headquarters and Field, which may include developing long-range program plans, goals, objectives and milestones relating to FHIP programs.

The purpose of the work is to provide advice for key decision-making in the FHIP Support Division regarding use of the program funds. Recommendations and decisions made will enhance the Division Director's ability to accomplish the mission of the Division and to complete assigned tasks.

The incumbent assists in preparation of budget proposals and separate justifications for annual submissions for FHIP that are used, by the Department and the Assistant Secretary to support FHEO's budget before OMB and the Congress.

Factor 6. Personal Contacts

Personal contacts are with high-level managers, middle managers, supervisors and staff officials throughout the federal government, key officials of state and local governments, fair housing leaders throughout the country, housing industry groups, attorneys, real estate professionals, real estate and mortgage lending professionals, special interest groups, civil rights and equal opportunity groups, and other profit and nonprofit groups and organizations.

Factor 7. Purpose of Contacts

The purpose of the contacts is to identify, discuss, and, as required, develop issues or programs relative to fair housing enforcement and other activities, which affirmatively further fair housing. The contacts also provide information and materials necessary to assist the Office in carrying out its various roles and responsibilities. Contacts may also cooperate with the Department in handling fair housing act violations and they may also allow the utilization of staff, equipment and other resources.

FACTOR 8. PHYSICAL DEMANDS

Most work is performed in an office while comfortably seated at a desk.

FACTOR 9. WORK ENVIRONMENT

Work is performed in an office that is properly heated and ventilated. The employee visits other offices in the Department and attends meetings outside of the Department. Travel may be required periodically.