

POSITION DESCRIPTION  
COVER SHEET

**REASON FOR THIS POSITION**

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

**RECOMMENDED**

4. TITLE: Education & Outreach Specialist

5. PAY PLAN (2): GS

6. SERIES (4): 301

7. GRADE (2): 07

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional): Karla Harper

**OFFICIAL**

10. TITLE: Education & Outreach Specialist

11. PP (2): GS

12. SERIES (4): 301

13. FUNC.(2):

14. GRADE(2): 07

15. DATE (mm/dd/yyyy): 08/24/2004

16. I/A:  yes  No

17. CLASSIFIER (Name): M.D. Thrash

**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: *Floyd O. May*

20. DATE (mm/dd/yyyy): 2/6/04

21. SUPERVISOR'S NAME: Floyd O. May

21a. SUPERVISOR'S TITLE: General Deputy Assistant Secretary for FHEO

22. SECOND LEVEL SUPERVISOR'S SIGNATURE: *Carolyn Peoples*

23. DATE (mm/dd/yyyy):

24. SECOND LEVEL SUPERVISOR'S NAME: Carolyn Peoples

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	1-6	950	6. Personal Contacts			
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	2B	75	
3. Guidelines	3-2	125	8. Physical Demands	8-1	5	
4. Complexity	4-2	75	9. Work Environment	9-1	5	
5. Scope and Effect	5-2	75	TOTAL POINTS		1435	
					GRADE	GS-7

**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: *Marlene Thrash*

30. DATE (mm/dd/yyyy): 8-24-2004

31. NAME: Marlene Thrash

31a. TITLE: Human Resources Specialist

32. REMARKS: FLSA (Nonexempt) 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. (8)	5. GRADE (2) 07	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) 2   1 = HQ 2 = FLD		7. SUP. CD. (1) 8   1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		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		12. INACT/ACT (1) 3 = Foreign Svc. Blank = NA		13. DATE ABOL. (mm/dd/yyyy) 1 = Inactive A = Active		14. DATE INACT/REACT (mm/dd/yyyy)		15. AGCY. USE (10)
16. INTERDIS. SER. (40)								
17. INTERDIS. TITLE CD. (50)								

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220		3. POS. SCHED. (1) 3 = SF278 4 = AD392 5 = SF849		4. POS. SENS (3) A = Sched A B = Sched B C = Sched C		5. COMP. LVL. (4) O = Excepted but not A, B, C IN 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		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)									
1st	2nd	3rd	4th	5th	6th	7th	8th	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 GEG		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 Y = Perm N = Other	
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																	
Normal Act				Maintenance Review Act				Results				5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other					
1 = Desk Audit		2 = Sup. Audit		3 = Paper Rev.		4 = PME/Activity Rev.		5 = Desk Audit		6 = Sup. Audit		7 = Paper Rev.		8 = Panel Rev.		3   3   3   4	
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30. CLASSIFIER'S SIGNATURE												31. DATE (mm/dd/yyyy)					
32. REMARKS																	

**OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY**  
**Office of the Regional Director**  
**Education and Outreach Specialist Trainee, GS-7**

**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 Trainee 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 assists with the coordinating Regional FHEO activities for Fair Housing month and the dissemination of all fair housing materials for the Region.

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 in his/her geographical area.

**Duties and Responsibilities:**

Works with Equal Opportunity Specialists to become familiar with the fair housing discrimination complaint process. Assists Equal Opportunity Specialists with performing compliance reviews, processing investigations and drafting final investigative reports. Assist in assessing program effectiveness with program objectives. This knowledge provides a basis for working with education and outreach.

Gather and assemble pamphlets, fact sheets, and other fair housing materials for the National Fair Housing Month for the Region and mandate the booth. Also contact, schedule, and arrange participants for various events.

Attends various fair housing activities along with the Director to provide support disseminating written materials, CDs, videos, answering questions, and providing whatever assistance is necessary.

Gathers and synthesizes information using information technology in order to assist the Director with researching, analyzing, and identifying problems with education and outreach programs in the Region.

Assist the Director with coordinating education and outreach materials for the Region's website.

Maintains a database of education and outreach contacts.

**Factor 1- Knowledge Required by the Position:**

General knowledge of the laws, regulations, and procedures that govern civil rights and equal opportunity in housing.

Basic knowledge of FHEOs procedures for the intake/assessment of complaints.

Basic knowledge of investigative techniques and negotiating techniques.

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.

Ability to work with others on team projects on major initiatives.

Basic knowledge of the geographical area being served.

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

Skill in the use of computer systems and technology.

**Factor 2 - Supervisory Controls:**

The incumbent serves under the guidance of the Regional Director. The Director makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations that do not have clear precedents. The incumbent plans and carries out assigned tasks and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Factor 3 – Guidelines:**

Guidelines include applicable Federal and State and local laws and Departmental policies relating to fair housing and equal opportunity and investigation and conciliation manuals. These laws are available, but are not completely applicable to the work. The incumbent must use sound judgment in interpreting and adapting education and outreach activities to

each geographic area. New techniques and mediums will be utilized to address various audiences throughout the Region.

**Factor 4 – Complexity:**

The assignments involve varied duties relating to education and outreach, which require the incumbent to use many different and unrelated processes and methods. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, and interpretation.

**Factor 5 – Scope and Effect:**

Assignments are designed to provide an opportunity to participate in and observe senior staff members in developing and implementing education and outreach information for release to the public and to broaden and strengthen experiences in preparation for higher-level duties and responsibilities.

**Factor 6 – Personal Contacts:**

The contacts include Equal Opportunity Specialists, Senior Outreach Specialist, Managers, and professionals within the Department up to the Office Director level.

**Factor 7 – Purpose of Contacts:**

The purpose is to expose the trainee to all aspects of the fair housing discrimination complaint process as well as provide training, development, planning and execution of education and outreach activities.

**Factor 8 – Physical Demand:**

The duties are sometimes performed under stringent time restraints. Extended

**Factor 9 – Work Environment:**

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

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