

POSITION DESCRIPTION
COVER SHEET

REASON FOR THIS POSITION

1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>
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RECOMMENDED

4. TITLE Equal Opportunity Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 360	7. GRADE (2) 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) <i>Deborah Ambers</i>	

OFFICIAL

10. TITLE Equal Opportunity Specialist						
11. PP (2) GS	12. SERIES (4) 360	13. FUNC.(2)	14. GRADE(2) 14	15. DATE (mm/dd/yyyy) 06/17/2004	16. I/A <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th Office of Enforcement
2nd Office of the AS for Fair Housing and Equal Opportunity	6th Enforcement Support Division
3rd General Deputy Assistant Secretary	7th
4th Office of the DAS 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 <i>Turner Russell</i>	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Turner Russell		24. SECOND LEVEL SUPERVISOR'S NAME	
21a. SUPERVISOR'S TITLE Supervisory Equal Opportunity Specialist		24a. SECOND LEVEL SUPERVISOR'S TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-8	1550	6. Personal Contacts	6-4	110	
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	7-4	220	
3. Guidelines	3-5	650	8. Physical Demands	8-1	5	
4. Complexity	4-4	225	9. Work Environment	9-1	5	
5. Scope and Effect	5-5	325	TOTAL POINTS		3740	
					GRADE	GS-14

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 <i>Marlene Thrash</i>	30. DATE (mm/dd/yyyy) 8/20/2004
31. NAME Marlene Thrash	31a. TITLE Human Resources Specialist
32. REMARKS FLSA (Exempt) FPL (GS-14) Ref: OPM PCS Equal Opportunity Compliance, GS-360	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (8)	5. GRADE (2) 14	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 360	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)	5. OFF. TITLE (38) Equal Opportunity Specialist, GS-360		
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1	7. SUP. CD. (1) 8	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	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) 06/17/2004
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA	12. INACT/ACT (1) 1 = Inactive A = Active	13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	15. AGCY. USE (10)	
16. INTERDIS. SER. (40)						
(4)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)						
(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt E	2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220	3 = SF278 4 = AD392 5 = SF849	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	O = Excepted but not A, B, C	4. POS. SENS (3) IN	0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LVL. (4) 9999		
6. WK. TITLE CD. (4)		7. WK. TITLE (38)							
8. ORG. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")									
1st	2nd	3rd	4th	5th	6th	7th	8th		
9. VAC. REV. CD. (1) 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)			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) 06/17/2004
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGE 6 = Policy Analysis 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					
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		1 = No Action Req.	2 = Minor PD Change	3 = New PD Req.	4 = Title Change		
				5 = Series Change	6 = Pos. Upgrade	7 = Pos. Downgrade	8 = New Pos.		
23. DATE EMP. ASGN. (mm/dd/yyyy)	24. DATE ABOL. (mm/dd/yyyy)	25. INACT/ACT (1) 1 = Inact. 2 = Act.	26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY USE (8)		
30. CLASSIFIER'S SIGNATURE							31. DATE (mm/dd/yyyy)		
32. REMARKS									

**Enforcement Support Division
Equal Opportunity Specialist
GS-360-14**

INTRODUCTION

This position is located in the Office of the Assistant Secretary for Fair Housing and Equal Opportunity, Deputy Assistant Secretary for Enforcement and Equal Opportunity, Deputy Assistant Secretary for Enforcement and Programs, Office of Enforcement, Enforcement Support Division. The enforcement Support Division is responsible for the nationwide enforcement and administration of the Fair Housing Act, and other civil rights laws, Executive Order Directives, and related regulations. The incumbent serves as an Equal Opportunity Specialist and reports to the Division Director.

MAJOR DUTIES RESPONSIBILITIES

Assist the Director in performing a wide variety of highly complex assignments for the Director involving fair housing program issues and policy matters that cut across functional and organizational lines.

Under general guidance of the Director, independently develops standards, regulations, rules and handbooks for the implementation of the Fair Housing Act. These issuances are applicable to all dwellings within the purview of the Fair Housing Act, and will be effective nationwide.

In conjunction with OGC and other Department program offices, conducts research and develops guidance for FHEO Headquarters and Field staff concerning investigative procedures and bases for fair housing determinations.

Provides expert advice and assistance to or conducts Secretary-Initiated and other investigations involving complex, controversial, or sensitive fair housing and/or civil rights issues.

Prepares proposed decisions for the Director in First Amendment and occupancy cases.

Reviews cases received from FHEO Field Offices to assure consistency in the application of FHEO enforcement policy, and assess the need for the development of policy in the area of case preparation. Prepares proposed/recommend decisions for the approval of the Director in cases sent to Headquarters by the Field because of the important evolving nature and scope, and increasing complexity of the issues involved.

Serves as major advisor to the Director for all matters relating to alternative dispute resolution, conciliation or mediation in fair housing and civil rights related cases, designated as complex, or cases of first impression.

Participates in special and/or complex on-site investigations and compliance reviews and evaluates performance activities to determine the need for policy or guidance development. Prepares reports relating to such activities and makes recommendations to remedy identified deficiencies and/or achieve greater efficiency in program operations.

Maintains liaison with other FHEO staff, other Department staff, and other Federal or State and local agencies, to effectively carry out the functions of the Division.

Develops innovative technique and methodologies to be used by Headquarters and Field staff to accomplish expeditious processing of complaints and comprehensive analytical reviews.

Provides advice and assistance to the Director on issues and special projects related to the Division's function.

Performs other duties as assigned by the Director.

FACTOR 1. KNOWLEDGE REQUIRED

Expert knowledge of the principles and concepts of civil rights including a comprehensive knowledge of relevant laws and legal principles, sociological implications, and history of civil rights, and extensive knowledge of Federal, state and local government administrative processes by which civil rights laws are implemented. Requires skill in developing significant new knowledge through research.

Skill and ability in applying the knowledge to deal with the complex questions relating to the administration of the numerous and varied civil rights mandates administered by the Assistant secretary for FHEO.

Expert skill in fact finding, research, problem solving, writing and consulting to identify problems and recommend new and creative solutions.

Expert analytical skills in order to recognize and define complex problems and generate innovative alternatives.

Knowledge and skill to plan organize and direct national program projects necessary to reduce discrimination in housing.

Expert knowledge of the Fair Housing Act and the principles and concepts of equal opportunity including a thorough knowledge of related civil rights laws, legal principles, and legal administrative processes.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent works under supervision of the Division Director, who provides administrative direction as to major Departmental objectives, priorities and policies. Work involves a high degree of independent judgment, although matters concerning unique substantive questions can be addressed with the Director. The work is accomplished independently which includes planning, designing, determining the proper scope and the methods to be used to achieve the objective. The Director relies on the technical expertise and judgment of the incumbent in assuring that overall goals and objectives are met. Work results are accepted as technically authoritative and review is minimal in terms of goal objectives, programs and policy.

The work is reviewed in terms of overall accomplishments, meeting critical deadlines and compliance with objectives.

FACTOR 3. GUIDELINES

Guidelines are broadly stated and nonspecific, and the incumbent must perform independent research using his/her own methodology in reaching his/her finding and in recommending programs and/or policy changes. Work performed is covered by guidelines such as laws, executive orders, court decisions, and broad policy statements, which require extensive interpretation. Incumbent uses high degree of judgment and ingenuity in applying general guidelines to produce new knowledge and insight into fair housing issues. The incumbent must identify, collect and analyze information, draw conclusions and make recommendations that will affect the administrative enforcement of Federal fair housing laws on a nationwide basis.

FACTOR 4. COMPLEXITY

The work involves conducting investigations of alleged discrimination and performing complex review analyses of such complaint. The results of these cases may establish a precedent or criteria for future cases of the same type. Incumbent must interact with key HUD officials and must plan, and direct assignments that involve highly complex and nationwide issues of a fundamental or precedent setting nature. In many instances, the problems involve a unique combination of fact, conditions and issues. Decisions regarding what needs to be done must be made in context of ambiguous and complicated conditions resulting from conflicts in laws, policies being enforced.

The incumbent must direct and conduct his/her work assignments and recommend decisions on highly complex and broad problems. In many instances the problems involve a unique combination of facts, conditions and issues, which may have a major precedent-setting effect in the area of Fair Housing and Equal Opportunity. Where the assistance of other analysts is required, the incumbent typically serves as the team leader responsible for assigning segments of the study to various participants, coordinating the efforts of the group, and consolidating findings into a completed product. They require an in-depth analysis of civil rights laws and authorities and involve multiple, complex and interrelated issues. The incumbent is called upon to determine the nature and scope of the problem, its cause and the appropriate Departmental response.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to decrease discrimination complaints, develop significant new knowledge in the field of Fair Housing and Equal Opportunity and the development of policy recommendations based on his/her knowledge. The results of the incumbent's work affect the formulation of policy and the directions for further action or study. Completion of assignments are vital to the Department's equal opportunity in housing mission which particularly affect the fair housing practices of Federal, State and local governments and public and private organizations and institutions across the nation.

FACTOR 6. PERSONAL CONTACTS

Personal contacts are with high level managers, middle managers, supervisors and staff officials throughout the Federal government, key officials in state and local offices, fair housing leaders, attorneys, representatives of the housing industry, and complainant. There are no rules or set guidelines for these contacts and each is different and dependent upon the purpose of the contact.

FACTOR 7. PURPOSE OF CONTACTS

The purposes of the contacts is to identify and discuss controversial issues or programs relative to fair housing enforcement, identify possible solutions, advise and consult on policies, practices and proposals affecting fair housing enforcement and to secure the cooperation and utilization of programs and personnel of all agencies and organizations whose resources can be utilized to provide fair housing. Another purpose is to obtain essential information from those individuals through negotiation and/or persuasion. Sometimes persons interviewed are parties to a complaint attorney representing disputing parties or groups, or representatives of public and private organizations having substantial interest in the issues or programs.

FACTOR 8. PHYSICAL DEMAND

Work frequently requires participation in meetings and negotiation sessions for long periods of time. No physical demands are required.

FACTOR 9. WORK ENVIRONMENT

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

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

Position Title, Series and Grade: Equal Opportunity Specialist, GS-360-14

Organizational Location: Department of Housing and Urban Development
Office of the Assistant Secretary for Fair Housing and Equal Opportunity
Office of the Deputy Assistant Secretary for Enforcement and Programs
Office of Enforcement
Enforcement Support Division

Reference: OPM PCS, Equal Opportunity Compliance Series, TS-49, GS-360, dated November 1980

Background:

The Systemic Investigation Office is responsible for identifying, coordinating, conciliation and managing investigations of systemic complaints, Secretary-initiated investigations, complaints involving novel and/or complex issues and high profile complaints. In addition, this office has the responsibility for initiating compliance reviews for recipients of Federal financial assistance.

Title and Series Determination:

The incumbent assists in performing highly complex assignments involving fair housing program issues and policy matters that cut across functional and organizational lines. Conducts research and develops guidance for FHEO Headquarters and Field staff concerning investigative procedures and basis for fair housing determinations. Provides expert advice and assistance, conducts Secretary-initiated and other investigations on fair housing and/or civil rights issues.

The Equal Opportunity Compliance Series includes positions that perform such work as fact-finding, analysis, writing, and applying civil rights or equal opportunity principles to identify and/or solve problems. Positions may also be involved in investigating and conciliating allegations of discrimination; identifying systemic or institutional barriers to equal opportunity; reviewing, evaluating, and enforcing equal opportunity compliance by Government contractors and other recipients of public funds; proposing or implementing solutions to problems when the work involves a high degree of analysis; or performing similar work requiring equivalent qualifications.

The title, which denotes an immediate understanding and identification of the job and the series, is Equal Opportunity Specialist, GS-0360.

Grade Determination:

The grade level of this position is evaluated by application of the nine factors in the standard.

Factor 1. Knowledge Required by the Position

Level 1-8, 1550 pts.

The incumbent is considered a technical expert. He/She independently develops standards, regulations, rules, guidelines, and handbooks for the implementation of Title VIII of the Civil Rights Act of 1968 (the Fair Housing Act). Issuances developed are applied nationwide. Incumbent also has responsibility for conducting research and developing guidance for fair housing equal opportunity headquarters and field staff concerning investigative procedures and bases for fair housing determinations. Incumbent possesses expert-level knowledge of laws, regulations and procedures governing civil rights. Incumbent consults with DOJ officials, and other Departments and agencies with housing programs to assure uniform and effective enforcement of Title VIII, Executive Order 11063 requirements, and the development of affirmative and consistent policy relating to the interpretation and application of the laws.

Factor Level 1-8 is the assigned level since at this level, the incumbent has to have mastered the concepts principles and methods of a broad major area of the field of equal opportunity and have skill in interpreting regulations within the program area.

Factor 2. Supervisory Controls

Level 2-5, 650 pts.

The incumbent works under the general guidance of the Division Director who broadly defines the work. The incumbent plans and manages assignments independently on a project basis, determining the scope of the project and the methods needed to achieve the objectives. As an expert in the area of equal opportunity compliance, the work is generally considered technically authoritative and work is accepted without change.

The supervisory controls compares favorably to Level 2-5, where the employee is a recognized technical authority in the area of the work and is responsible for independently planning, designing, and carrying out assignments after broadly defined missions or functions are defined by the supervisor.

The level of responsibility exceeds Level 2-4, where the supervisor sets the objectives, establishes the resources available, and in consultation with the employee, develops deadlines, intended objectives and the work to be accomplished. Supervisory guidelines at this level do not require the employee to be a technical expert and thus, Factor Level 2-4 is exceeded for this position. FL 2-5 is assigned.

Factor 3. Guidelines

Level 3-5, 650 pts.

The incumbent applies applicable laws and regulations such as Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Section 109 of the Housing and Community Development Act of 1974 and E. O. 11063. Incumbent also has expert knowledge of current Federal and State court decisions affecting the fair housing law. These guidelines set the perimeter of major compliance

decisions. Independent, seasoned judgment and ingenuity is applied to adapt these broad equal opportunity laws, policy, rules and regulations to solve extremely complex problems. Incumbent is an expert in developing methods for use by Fair Housing Equal Opportunity staff.

Factor Level 3-5 is assigned. At this level, guidelines are broadly stated and nonspecific and the specialist has to apply applicable laws, executive orders, court decisions, etc., and apply extensive interpretation, sound judgment and ingenuity in developing new policies and guidelines to make decisions in compliance areas.

The guidelines exceed Level 3-4 where guides are available but oftentimes are inadequate and require an employee to apply resourcefulness in redefining them, or deviating from traditional principles and practices to complete assignments.

Factor 4. Complexity

Level 4-4, 225 pts.

HUD is a very complex agency with multiple levels of management, many programmatic areas, and a wide variety of difficult fair housing equal opportunity problems. The incumbents' assignments are difficult, complex, highly sensitive and extremely important to the mission of the agency. Incumbent plans and conducts in-depth research and develops recommendations and solutions to eradicate housing discrimination practices and outlines a course of action for complaints with systemic implications. In addition, he/she coordinates resources and conducts investigations, which includes developing the investigation plan, preparing the investigation report and attempting conciliation. Assignments are made difficult because of their broad scope. Issues are complicated by their precedent-setting nature, their interrelationship, and the continued evolving program and policy developments.

The complexity described above meet the intent of FL 4-4 in that at this level, the specialist perform complete assignments with varying duties and perform analysis of broad policies and practices of complex organizations. Decisions include determining what needs to be done, planning the project, modifying the methods and approach to carry out the assignments, and separate the facts from a vast body of information.

Factor 5. Scope and Effect

Level 5-5, 325 pts.

Incumbent conducts systemic housing discrimination complaints, which affect large numbers of minorities and women, or which have been in effect for a long period of time and has resulted in institutional or flagrant housing discrimination practices. Incumbents' work results in the resolution of the discrimination cases and in resolving many problems. These include individual or class action discrimination complaints, elimination of systemic barriers to equal opportunity and elimination of widespread illegal practices in areas that are supported with HUD funds. Program advice affects the Headquarters and Regional equal opportunity staff.

FL 5-5 is assigned. At this level, the purpose of the work is described as eliminating major barriers to equal opportunity or as having a major impact on the equal opportunity of persons covered by law or regulation. Typically, the work affects the rights or economic welfare of entire classes of persons served by the institution involved.

FL 5-4 is exceeded since at this level, the work involves the solution of difficult and unyielding equal opportunity problems through systemic enforcement efforts. Work at this level result in resolving a variety of problems as it affects the equal opportunity of many persons.

Factor 6. Personal Contacts

Level 6-4, 110 pts.

Personal contacts are with high-level officials of the Department, Department of Justice, Department of Agriculture, Veterans Administration, Small Business Administration, and other Federal and State agencies with housing programs. Contacts at this level are for a variety of reasons, such as, assuring uniform and effective enforcement of laws and policy, negotiating and/or defending major controversial issues.

The Level 6-3 is exceeded since contacts at this level are described as agency contacts, management officials and representatives of public, private, and other agencies. Contacts are at the employee's workplace or other locations available to persons contacted. FL 6-4 is assigned.

Factor 7. Purpose of Contacts

Level 7-4, 220 pts.

The incumbent negotiates or conciliates resolutions on major HUD equal opportunity issues whose importance arises out of significant economic impact and political sensitivity. Many of these issues are vehemently contested which in effect requires the incumbent to be firm and objective and maintain a level of professionalism in resolving difficult or highly volatile issues.

This exceeds FL 7-3 where the purpose is to negotiate on procedural points or to conduct formal interviews to question persons or to persuade them. FL 7-4 is assigned.

Factor 8. Physical Demands

Level 8-1, 5 pts.

Work is performed in an office.

Factor 9. Work Environment

Level 9-1, 5 pts.

There are no special risks taken to perform the work.

Total Points = 3740

Final Determination: The total point score for all factors is 3740. Based on the Grade Conversion Table, a range of 3605 - 4050 points equate to GS-14. This position is correctly classified as an Equal Opportunity Specialist, GS-360-14.