

**REASON FOR THIS POSITION**

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

**POSITION DESCRIPTION COVER SHEET**

**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): Lisa Levine

**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) 06/18/2004	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) M.D. Thrash
------------------	-----------------------	--------------	--------------------	-------------------------------------	---	--------------------------------------

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st U.S. Department of Housing & Urban Development	5th Systemic Investigation Office
2nd Office of the A/S for Fair Housing and Equal Opportunity	6th
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	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Hope E. File		24. SECOND LEVEL SUPERVISOR'S NAME Jon L. Gant	2/1/04
21a. SUPERVISOR'S TITLE Director, Systemic Investigation Office		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	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: Marlene Thrash

30. DATE (mm/dd/yyyy): 8/20/2004

31. NAME: Marlene Thrash

31a. TITLE: Human Resources Specialist

32. REMARKS: FLSA (Exempt) FPL (GS-14) OPM PCS for 360 dtd 11/80

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. (6)	5. GRADE (2) 14	6. IP NUMBER (8)
----------------------	---------------------------------------	--------------------	----------------	--------------------	------------------

### 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			
6. HQ. FLD. CD (1) 2		7. SUP. CD. (1) 8		3. OCC. FUNC. CD (2) 1 = Sup. SGEG 5 = Mgmt. CSRA 3 = Mgr. SGEG 6 = Leader LGEG 4 = Sup. CSRA 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) 06/16/2004	
11. EARLY RET. CD. (1) 1 = Primary 3 = Foreign Svc. 2 = Secondary 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) (4) (4) (4) (4) (4)											
17. INTERDIS. TITLE CD. (50)											
(5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

### C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) 0 = None 3 = SF278 1 = CD219 4 = AD392 2 = CD220 5 = SF849		3. POS. SCHED. (1) A = Sched A O = Excepted but B = Sched B not A, B, C C = Sched 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")								9. VAC. REV. CD. (1) 0 = Position Action B = Lower Grade D = Different title and/or Series No Vacancy C = Higher Grade A = No Change E = New Position/New FTE							
1st	2nd	3rd	4th	5th	6th	7th	8th								
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) 06/16/2004	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 4 = Sup./Program 7 = Equipment Development Guide 2 = Impact of Person 5 = RGEG 8 = Agency Use 3 = Sup/SGEG 6 = Policy Analysis GEG 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 = 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		5 = Desk Audit		1 = No Action Req.		5 = Series Change		9 = Other							
2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade									
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade									
4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change		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

**Systemic Investigations Office  
Equal Opportunity Specialist  
GS-360-14**

**INTRODUCTION**

This position is located in Headquarters, Office of Fair Housing and Equal Opportunity (FHEO), General Deputy Assistant Secretary, Office of the Deputy Assistant Secretary for Enforcement and Programs, Systemic Investigation Office. The Systemic Investigations Office is responsible for identifying, coordinating, conciliation and otherwise managing the investigations of systemic complaints, Secretary-initiated investigations, complaints involving novel and/or complex issues and high profile complaints. The Systemic Investigations Office will also be responsible for the initiation of compliance reviews for recipients of federal financial assistance.

Issues include design and construction of multifamily housing, reasonable modifications mortgage lending, homeowners' insurance and zoning and land use. The issues raised in these complaints often are novel or complex and raise legal and policy issues of national importance. The results of these investigations are likely to establish legal precedents that have national implications which will further Fair Housing goals consistent with the Department's national priorities.

**APPLICABLE LAWS/REGULATIONS**

Applicable laws and implementing regulations include 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.

**MAJOR DUTIES AND RESPONSIBILITIES**

Serves as a specialist in the Systemic Office with the following responsibilities:

Develops and prepares, standards, regulations, rules, guidelines and procedures concerning systemic issues in relation to the administration of Title VIII of the Civil Rights Act of 1968, (the Fair Housing Act), which prohibits discrimination in housing and residential real estate related transactions, as well as laws governing prohibited-discrimination in housing recipients receiving Federal financial assistance.

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.

Coordinates resources and conducts investigations, including development of the investigation plan, preparing the final investigation report and attempting conciliation.

Conducts queries of the Title VIII Automated Paperless Office Tracking System (TEAPOTS) for national data profiles to determine if there are trends or patterns requiring a systemic investigation.

Drafts guidelines, amendments, revisions and briefing material for existing standards, regulations, rules and procedures to comply with prospective and existing changes and court interpretations of Title VIII, Title VI and other civil rights laws enforced by the Department.

Conducts offsite and onsite evaluations of regional performance in order to determine compliance with national policy, directives, handbooks, rules and regulations. Prepares reports and makes recommendations to remedy identified deficiencies and provides general technical assistance to improve the processing of systemic complaints.

Reviews and updates existing procedures for the conduct of systemic investigations and compliance reviews and evaluates the effectiveness of such procedures. On the basis of such study, plans and directs procedures to increase the processing of complaints and the completion of compliance reviews in an efficient, thorough manner.

Maintains liaison and coordination with other Fair Housing and Equal Opportunity staff and other program office staff to effectively carryout the functions of the Office. Serves as a resource person for Regional FHEO staff and assists in Regional staff development relative to systemic complaint processing.

As assigned, develops curricula, instructional packages and participant manuals for Regional FHEO and non-FHEO HUD staff and interagency training and participates as a trainer. Participates in the training of private industry housing staff directly involved in the implementation of Title VIII (i.e., real estate brokers, housing developers), local and state governments and public housing.

Consults with officials within the Department, the U.S. Department of Justice, U.S. Department of Agriculture, Veterans Administration, Small Business Administration 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 thereto.

Identifies training needs necessary to conduct systemic investigations of a complex nature and makes recommendations where necessary to secure expertise in a particular area to address novel or complex issues.

Drafts position pieces for the Director regarding issues of national importance as they relate to the processing of systemic investigations. Provides substantive comments on proposed legislation regarding Title VIII and other civil rights statutes enforced by the Department that help eliminate housing discrimination.

Prepares responses to Congressional inquiries defining HUD policy with respect to the assigned responsibilities of this Office.

### **Factor 1. Knowledge Required by the Position**

Superior knowledge and skill to review and evaluate fair housing processing and compliance issues and to make recommendations to improve operations and solve problems. The knowledge and skills include:

Expert knowledge and application of Title VIII of the Civil Rights Act of 1968, Executive Orders and laws administered by the office of Fair Housing and Equal Opportunity and how such laws affect other HUD programs.

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

Broad knowledge of laws affecting the Department's programs such as other equal opportunity laws and Federal laws including an understanding of the underlying principles related to their enforcement and the organization related enforcement activities administered by other organizations.

Expert knowledge of sound compliance practices, procedures, and techniques and operational management requirements.

Expert skill in fact-finding, analysis, problem solving, writing, interviewing techniques, and consulting to identify problems and recommend solutions within assigned organizational components.

### **Factor 2. Supervisory Controls**

The incumbent receives administrative direction from the Director and assignments are broadly defined, which include setting broad policy goals and objectives. Incumbent exercises independent judgment in planning and carrying out assigned duties.

Results of the work are considered technically authoritative and are normally accepted without major revision. Completed work is only reviewed in terms of accomplishment of program objectives or the overall effect of the project. Some decisions of a controversial or precedent setting nature, such as findings of discrimination or nondiscrimination in particular cases may be subject to review.

### **Factor 3. Guidelines**

Guidelines include a range of basic laws, and executive orders covering fair housing. Guidelines include regulations, procedures and policy statements. Guidelines are subject to continuous interpretation and revision as the result of court decisions, new legislation, and administrative practices and incumbent is responsible for staying abreast of changes.

The Equal Opportunity Specialist must use sound judgment and ingenuity in applying general guidelines in the law and agency regulations and procedures to a wide variety of issues and operating problems.

**Factor 4. Complexity**

Assignments include monitoring and reviewing practices, cases and operations to identify and to resolve problems to the achievement of objectives.

Assignments are difficult because of their broad scope, impact and the interrelationship of the issues assigned to be addressed. The issues are complicated and are often of a precedent-setting nature. The complexity is further increased by evolving program and policy developments.

The work requires continual analysis and the development of recommendations and decisions.

**Factor 5. Scope and Effect**

The specialist is required to conduct studies, plan and conduct investigations and reviews, provide technical, administrative, programmatic and procedural advice and recommendations to other HUD, Program Offices and Regional Offices.

Work product has a major impact on the policies and practices of segments of the housing industry.

**Factor 6. Personal Contacts**

Personal contacts are with top-level officials within the Department, other Federal government agencies, state and local government and private fair housing groups. Contacts are not ministerial in nature.

**Factor 7. Purpose of Contacts**

Purpose of the contacts is varied and often includes providing recommendations and technical assistance for improving fair housing enforcement and improving program management. Some of the outcomes are very controversial and require extensive negotiation or conciliation resolutions or to justify or defend decisions. Negotiates with local jurisdictions in assigned regions and others concerning systemic discrimination.

**Factor 8. Physical Demands**

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

**Factor 9. Work Environment**

The work involves normal risks associated with working in an adequately lighted and ventilated office. Travel is required.