

79

POSITION DESCRIPTION COVER SHEET

#000267

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

RECOMMENDED			
4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
Program Analyst	GS	343	13
8. W. TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE						
Program Analyst						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A
GS	343		13	MONTH	DAY	YEAR
				<input type="checkbox"/> Yes <input type="checkbox"/> No		17. CLASSIFIER

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st U.S. Department of Housing and Urban Development	5th
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th Hub	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	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
<i>Susan M. Forward</i>	7/10/97		
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	
Susan M. Forward, Deputy Assistant Secretary for Enforcement and Investigations			

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	1-8	1350	6. Personal Contacts	3	
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	C	180
3. Guidelines	3-4	450	8. Physical Demands	8-1	05
4. Complexity	4-5	325	9. Work Environment	9-1	05
5. Scope and Effect	5-5	325	27. TOTAL POINTS ▶		3490
Point Range 3155-3600				28. GRADE ▶	GS-13

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE
<i>Bud K...</i>	7/14/97
31. NAME AND TITLE	
US	
32. REMARKS	33. OPM CERTIFICATION NUMBER
US OPM PCS for the GS-343 Series of 8/90 TS-95 PAGES OF 8/90 TS-98	
Position is NOT in the bargaining unit	

Fair Housing and Equal Opportunity
PROGRAM ANALYST
GS-343-13

Incumbent serves in a position of public trust.

INTRODUCTION:

The Program Analyst position is located on the staff of the Hub Director of FHEO and the incumbent reports directly to the Hub Director. Program Analysts have broad responsibilities for implementing FHEO activities in the multi-state HUB level and for providing liaison with the other components of HUD as well as the Program Center(s) within FHEO.

DUTIES:

The incumbent serves as an analyst with respect to FHEO functions at the Hub level. The incumbent serves as a point of contact for the Hub Director of FHEO with the Program Centers in the Hub. The implements policies and procedures as directed by the Hub Director and assists higher graded program analysts; handles questions, special projects as requested and as dictated by on-going programs under the jurisdiction of the Hub Director; monitors operating problems and programs in which the Hub Director or Headquarters has special interest; and as requested, drafts procedural changes for those matters falling under the Hub's authority.

Has responsibility in the preparation and conduct of specific enforcement cases. Provides support to compliance and legal staff through the analysis of data. Implements plans and resource requirements to perform such analyses. Coordinates project activities which may include statistical analysis of trends in civil rights compliance and patterns of discrimination, report writing, and the application of computer software packages for handling large data bases.

Participates in the identification of training needs, as well as concerns relating to staffing and the utilization of resources. Recognizes the need for program cross-training, need for procedural changes, or need for additional guidelines.

In conjunction with higher graded program analyst(s) may represent the Hub Director at meetings requested by the Secretary's Representative and/or State/Area Coordinators. This includes research and analysis of issues with public relations (press) implications.

Develops criteria for evaluating field offices to assess management performance and goals achievement in accordance with identified objectives. This process may include participating in on-site visits as part of the Hub's Performance Evaluation.

Analyzes management plan goals and accomplishments for FHEO activities at both the Hub and Program Center levels. Based on this analysis makes suggestions for amending the goals or resource allocations, as necessary. Prepares justification as required or appropriate. Responds to requests for additional information as directed by the Hub Director. Reports on the need for changes in goals, the need to shift priorities, and the recognition of special achievements or under-achievements on the part of the Program Centers. Monitors the quality and integrity of FHEO program data throughout the multi-state Hub.

Assists the FHEO Hub Director in implementing HUD programs cutting across local area jurisdictions.

Assists the Hub Director in a variety of personnel, administrative, budget, travel and data systems matters. Makes recommendations to the Hub Director concerning personnel actions. Briefs the Hub Director and has substantive discussions on various personnel actions such as promotions, reassignments, and disciplinary actions. Also reviews requests for various types of awards. Responsible for coordinating personnel transactions with the Human Resources Division; assists the Hub Director with budget related issues; tracks the travel funds for the FHEO Program Center (s) and ensures that the Center (s) are provided with adequate funding and that expenditures are closely monitored; serves as the coordinator for data systems issues and ensures that the Center (s) are provided with adequate equipment and monitors and coordinates any issues, matters or concerns which may arise.

Prepares briefing materials, analytical papers, correspondence, internal reports on a variety of subjects relating to fair housing and equal opportunity in response to specific questions asked by the public and applicants for or recipients of the agency's financial assistance.

Prepares FOIA/Privacy responses, researching case files and appropriate rules and regulations; recommends whether request can be honored and under which authority and determines what material should be provided. Deletes material as appropriate to meet Privacy Act considerations.

Participates in the Hub's outreach efforts, making presentations (both oral and written) industry and civil rights groups, community organizations and individuals. Accompanies officials from other HUD programs in meetings and conferences and serves as a trainer, when required.

In addition to the above specific areas of responsibility, the incumbent will perform a variety of functions as required by the Hub Director.

FACTOR 1, Knowledge Required by the Position

The incumbent must have working knowledge of the civil rights authorities:

- Title VIII of the Civil Rights Act of 1968 - which prohibits discrimination in housing on the basis of race, color, religion, sex or national origin.
- Title VI of the Civil Rights Act of 1964-which ensures equal opportunity to participate in and benefit from HUD-funded activities without regard to race, color, or national origin.
- Section 109 of Title I of the Housing and Community Development Act of 1974 - which ensures equal opportunity to participate in and benefit from any activity funded in whole or part including employment, benefits, and services and any activity which receives a loan or guarantee under this Title without regard to race, color, national origin, or sex.
- Section 504 of the Rehabilitation Act of 1973 - which ensures equal opportunity to qualified handicapped persons to participate in and benefit from HUD-funded activities.
- Executive Order 11063 - which prohibits discrimination on the basis of race, color, creed, or national origin, in housing and related facilities owned or operated by the Federal government or provided by special financial assistance and related lending practices of lending institutions.
- Executive Order 11478 - which provides equal opportunity in Federal employment for all persons, prohibits discrimination in employment because of race, color, religion, sex or national origin, and promotes the full realization of equal employment opportunity through a continuing affirmative action program. Age Discrimination in Employment Act of 1967 as amended provides similar coverage based on age. The Office of Personnel Management has adopted regulations; requiring agencies to process complaints alleging discrimination based on physical or mental handicaps.
- Age Discrimination Act of 1975 to ensure non-discrimination based on age in programs or activities receiving HUD-assistance.
- Equal Employment Opportunity Contract Clause - which ensures non-discrimination in employment by any agency receiving grants or loans from HUD on the basis of race, color, creed, national origin or sex.

Mastery of analytical and valiative methods and qualitative and quantitative techniques for analyzing and measuring the effectiveness, efficiency and productivity of administrative and technical programs. Functions as an authority with responsibility for FHEO program evaluation studies and developing new methods and procedures to measure program accomplishments, results, and effectiveness involving the substance of key FHEO programs.

Incumbent must also have a detailed working knowledge of the statutes and implementing regulations for all HUD programs in order to link civil rights requirements with program administration. The range of programs is broad, including housing development, housing management, community planning, community development, and area-wide planning and development.

Incumbent must also have highly developed skill in factfinding, analysis, formulating and presenting recommendations relating to budgeting, financing, staffing and personnel administration, including training and evaluation, and general program management in order to coordinate the FHEO programs in Program Centers in the Hub.

Factor 2, Supervisory Controls

The incumbent's immediate supervisor is the Hub Director for Fair Housing and Equal Opportunity, who sets overall goals and objectives and establishes limits of available resources. Individual tasks and projects are planned, designed and carried out by the incumbent independently.

The incumbent is considered a technical authority on FHEO program matters, and his/her positions, decisions and recommendations are normally reviewed by the Hub Director in terms of accomplishment of program objectives within established target dates. Day to day work is not generally reviewed.

Factor 3, Guidelines

Throughout the functions of the Hub Office of Fair Housing and Equal Opportunity, guidelines vary from "available, but only broadly applicable" to "non-existent". The general law enforcement aspect of the work dictates that most guidelines will be broad and non-specific. Hub professional staff must constantly use resourcefulness and judgement in applying broad and continually evolving standards to specific situations.

The particular functions of the incumbent are almost wholly without specific guidelines and depend heavily on the initiative of the incumbent. Indeed, one of the major responsibilities of the position is to help develop guidelines for the Program Center Offices.

Factor 4, Complexity

The work involves the full range of staff processes including planning for, training for, and evaluating a wide range of equal opportunity activities carried out in the three field offices in the Hub. Each Program Center's equal opportunity program covers the equal opportunity effects of all agency housing programs, community planning and development programs, federally-owned and insured properties, and a broad range of private housing activities including the sale and rental of single and multi-family dwellings within a major metropolitan area.

The work also includes maintaining liaison with other federal and state agencies who perform related functions.

Decisions regarding what needs to be done must include factors such as competing demands for limited field office FHEO staff resources, frequently perceived conflicts between the Department's program production goals and its equal opportunity goals, continuous changes in interpretation of civil rights statutes and authorities, rapid changes in the Department's housing program emphasis, and the extreme complexity of area housing patterns.

The work requires a high degree of judgement in evaluating field office performance, identifying training needs, and recognizing needs for changes in program operation. The work requires continuous effort and skill in negotiating changes in field office procedures with Program Center Directors and their FHEO staff.

Factor 5, Scope and Effect

The ultimate purpose of the Department's FHEO programs is to eliminate systematic barriers to equal opportunity in housing in the Hub, and to develop and maintain equal opportunity for participation in and benefit from all Departmental programs. The incumbent's specific purposes include assuring quality and uniformity in the field office's implementation of FHEO programs, and providing liaison and coordination with related programs in other governmental agencies.

Work effects have a discernible impact on program operation in the Hub's Program Centers, which in turn have an impact on the structure and content of planning efforts, housing programs and community development programs within the Hub. The work produces materials changes in housing and employment opportunities for large numbers of people in the area.

Factor 6, Personal Contacts:

Personal contacts are with political, community, housing industry, other government and banking leaders in the multi-state region, as well as management staff within the Department. Persons contacted include heads of industry associations, heads of state agencies, community and civil rights leaders, and key members of their staffs. The contacts are non-routine and deal with politically, socially and economically sensitive issues. Many subjects discussed are not understood in detail by the persons contacted.

Contacts sometimes are hazardous because individuals or members of extremist groups (e.g., Ku Klux Klan, American Nazi Party, etc.) may be in attendance and often incite individuals or groups to violent actions directed at those who have the responsibility for enforcing civil rights laws.

Factor 7, Purpose of Contacts

The purpose of the intra-agency contacts is to negotiate operating plan goals, changes in program procedures and staffing allocations, to evaluate field office performances and conduct training. Contacts outside the Department seek to explain Departmental policy and negotiate agreements on issues shared with other agencies or community groups.

Factor 8, Physical Demands

The work is largely sedentary with no special physical demands. There will be travel to the field offices.

Factor 9, Work Environment

The work environment presents only those risks and discomforts normally encountered in a modern office building.