

**REASON FOR THIS POSITION**

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

**POSITION DESCRIPTION COVER SHEET**

AS2814

**RECOMMENDED**

4. TITLE: Program Analyst

5. PAY PLAN (2): GS

6. SERIES (4): 0343

7. GRADE (2): 13

8. WORKING TITLE (Optional):

9. INCUMBENT (Optional): Carroll, Kenneth

**OFFICIAL**

10. TITLE: 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 Enforcement
2nd: Assistant Secretary for Fair Housing and Equal Opportunity	6th: Fair Housing Assistance Program 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: *Jon L. Gant*

20. DATE (mm/dd/yyyy): 1/27/04

21. SUPERVISOR'S NAME: Jon L. Gant

22. SECOND LEVEL SUPERVISOR'S SIGNATURE: *Jon L. Gant*

23. DATE (mm/dd/yyyy): 1/27/04

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

21a. SUPERVISOR'S TITLE: Director, Fair Housing Assistance Program Division

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	Level 1-8	1550	6. Personal Contacts	Level 6-3	--
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts	Level 7-c	180
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-4	225	TOTAL POINTS		3190
GS-13 point-to-grade conversion range is 3155-3600			FPL=GS-13		GRADE: GS-13

**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: Supervisory Human Resources Specialist

32. REMARKS: Ref Used: Mgmt and Program Analysis Series, GS-343; and Admin Analysis Grade Eval Guide

33. OPM CERTIFICATION NUMBER:

**FAIR HOUSING ASSISTANCE PROGRAM SUPPORT DIVISION  
PROGRAM ANALYST, GS-343-13**

**Introduction**

This position is located in the Office of the Assistant Secretary for Fair Housing and Equal Opportunity, General Deputy Assistant Secretary, Deputy Assistant Secretary for Enforcement and Programs, Office of Enforcement, Fair Housing Assistance Program Division. This Division is responsible for oversight and management of FHEOs non-competitive funding program. The Division is responsible for assisting Federal, State and local public and private agencies in developing and executing fair housing enforcement programs. Further the Division reviews State and local fair housing laws and certifies laws to determine that they are substantially equivalent to the Federal Fair Housing Act. The Division is also responsible for providing funding to those substantially equivalent agencies to conduct case processing, training, education and outreach, partnership activities, and providing and improving agency data and information systems, and capacity-building activities.

**Major Duties and Responsibilities**

Develop or direct the development of the Notice of Funding Availability (NOFA) relating to FHAP regulations and statutes.

Independently analyzing and reporting on program issues and problems and recommending appropriate resolutions to these issues and problems.

Completes research, analysis and develops methodology to assure that the Division is administering the FHAP in an effective and timely manner that is responsive to the needs of HUD's customers.

Performs analyses of program operations and substantial equivalency.

Reviews new departmental policies resulting from legislation or regulations to assess their impact on the Division's operations.

Maintains a lead role in developing new program policies, procedures, and instructions, and in completing special projects as needed.

Establishes and maintains liaisons with representatives of Executive Departments and Agencies having fair housing and enforcement responsibilities and with HUD officials having programs and activities relating to fair housing and enforcement.

Provides technical assistance to State and local governmental jurisdictions in the development and execution of fair housing enforcement programs.

Drafts and make recommendations for the Federal Register notices for FHAP regulations/guidance on awarding cooperative agreements to State and local substantially equivalent agencies.

Provides leadership in the design and implementation of training activities for Division staff and prepares training materials and other instructive and technical assistance materials. Participates as an instructor.

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

Represents the Division and Department at conferences held by officials of other government agencies to discuss proposed changes in FHAP policies and procedures.

Provides technical assistance and advice to officials of the Department and/or officials of other departments in formulating FHAP policies, programs, methods, and new and revised procedures.

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

Assist in policy briefings and presentations to senior level officials.

Develops proposals and justifications that are identified as necessary to carry out planned activities of the Division.

Reviews existing program requirements of other Federal Departments and Agencies to determine which programmatic responsibilities can be partnered with HUD fair housing policies and enforcement techniques to accomplish the statutory objectives guaranteed by the Fair Housing Act.

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

Knowledge and skill sufficient to review and evaluate fair housing and equal opportunity compliance activities and develop recommendations to improve operations and solve problems. These knowledge and skill include:

Expert knowledge of Executive Orders and laws administered by the organization including equal housing opportunity principles.

Broad knowledge of the concepts and principles of the field of fair housing and equal opportunity necessary to execute a comprehensive fair housing enforcement program that provides leadership to national, state and local public and private agencies and organizations.

Broad knowledge of laws affecting the agency's program such as other equal housing opportunity laws and Federal housing laws and policies, including an understanding of the underlying principles, relating to their enforcement and the organizations of related compliance activities administered by other organizations including knowledge of and experience with data collection, tabulation, and report writing;

Expert knowledge of Departmental regulations and issuances requirements and procedures in order to draft, clear and publish regulations and notices in an expeditious fashion;

Detailed knowledge of established practices and procedures for implementing, testing, and auditing programs;

Thorough knowledge of, and working experiences in the practices, procedures and management requirements for both fair housing compliance and voluntary programs;

Ability to conduct research, analyze data, identify problems, and make recommendations for solutions to solve the problems;

Broad knowledge of social, economic, and political forces impacting on fair housing programs;

Expertise and experience in program-planning. Experience in developing training materials and activities. Ability to serve as training instructor.

Highly developed skill in oral and written communication. Skill and experience in speaking before a wide variety of audiences.

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

The supervisor makes assignments in terms of broadly stated, objectives, establishes target dates for project completion, and provides administrative direction. The employee exercises independent judgment in planning and carrying out his/her assignments as part of a nationwide comprehensive fair housing program that includes authorities and responsibilities under Federal, State and local laws, and includes participation of governmental and private groups. The employee selects appropriate approach to the identification and resolution of problems and consults with the supervisor on major problems or on matters of major impact.

Completed work is reviewed on completion in terms of fulfillment of program objectives within established target dates and in terms of feasibility of recommendations. Work results are accepted as technically authoritative.

### **Factor #3. Guidelines**

Guidelines are very general and include the Federal Fair Housing Law and existing regulations and policy statements pertaining to equal housing opportunity and affirmative marketing. The guidelines provide a basic outline therefore the incumbent must use a high degree of judgment, ingenuity and initiative in interpreting the guidelines to applicable situations as a means of accomplishing assignments.

### **Factor #4. Complexity**

Assignments are to assure that the Department properly carries out the requirements and responsibilities necessary to administer voluntary compliance programs nationwide. Assignments involve a wide variety of duties for which research is incomplete, conflicting, changing as a result of legislative/regulatory guidelines, or does not apply. A variety of fact-finding techniques must be utilized retrieving and analyzing data in order to decide the applicability of the data in completing assignments.

### **Factor #5. Scope and Effect**

The purpose of the work is to ensure national standards are in place and being utilized in the administration of fair housing guidelines and procedure both in government and in the private housing industry. The work results in increased, stronger and better fair housing information being made available to the public. This was one of the goals and objectives of the Fair Housing Act and it is still one of the missions of the Department.

### **Factor #6. Personal Contact**

Personal contacts are with senior level officials within Headquarters and field offices of the Department, national housing industry groups, civil rights and fair housing organizations, state and local officials, and state and local officials of housing groups. Contacts are not of a routine nature and often involve interpretations of complex issues.

### **Factor #7. Purpose of Contacts**

Contacts within the agency are to provide technical assistance for improving program management, to insure information for the development of new policies and procedures, and to provide clarification concerning program rationale and benefits. Contacts outside the agency are designed to identify major fair housing problems areas, develop possible solutions, provide information on Federal programs for fair housing, advise and consult on policies, practices and proposals affecting fair housing.

### **Factor #8. Physical Demands**

The work is sedentary.

