

**REASON FOR THIS POSITION**

1. NEW  2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8)  3. REPLACES PD NUMBER (8)  MN161107

**POSITION DESCRIPTION  
COVER SHEET**

AS 2692

**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): Denise Brooks

**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 Programs
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Fair Housing Initiatives Program Support 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: Myron P. Newry	20. DATE (mm/dd/yyyy): 12-15-03	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME: Myron P. Newry	24. SECOND LEVEL SUPERVISOR'S NAME: Jon L. Gant		
21a. SUPERVISOR'S TITLE: Director, Fair Housing Initiatives Program Support Division	24a. SECOND LEVEL SUPERVISOR'S TITLE: Deputy Assistant Secretary for Enforcement and Programs		

**FACTOR EVALUATION SYSTEM** Ref Used: a) Mgmt & Prog Anal Ser, GS-343; and Admin Anal Grade Eval Guide, TS-98 Aug 90

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-8	1550	6. Personal Contacts	Level 3	
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts	Level 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	325	TOTAL POINTS		3290
The point-to-grade conversion table GS-13 range is 3155-3600				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: Chief, Grants Management Branch

32. REMARKS:

33. OPM CERTIFICATION NUMBER:

**Office of Programs  
Fair Housing Initiatives Program Division  
Program Analyst  
GS-343-13**

**INTRODUCTION**

This position is located in the Fair Housing Initiatives Program Division (FHIP), Office of Programs.

The Fair Housing Initiative Program statute (Sec. 561 of the 1987 Housing and Community Development Act, as amended in 1992) authorizes the Secretary to make funds available through grant agreements or by contract in support of activities that assure compliance with the Fair Housing Act (FHAct) and substantially equivalent State or local fair housing laws. Therefore, the mission of the Fair Housing Initiatives Program Division is to administer and manage the FHIP grant agreements and contracts according to Office of Management Circulars, (OMB) Circulars A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of High Education, Hospitals, and other Non-Profit Organization; A-122; (24 CFR Part 85) "Cost Principles for Non-Profit Organizations (24 CR part 84); A-123, "Management Accountability and Control; and A-133, "Audits of States, Local Governments, and Non-Profit Organizations; and Department Grants Policies.

**DUTIES AND RESPONSIBILITIES**

- Recommends, develops and revises formulas for allocation of resources for the FHIP, as well as descriptions of program components, criteria for eligibility, notices of fund availability and application kits for funding.
- Develops procedures for review and evaluation of proposals for funding under the FHIP and provides guidance with respect to needed clarifications and modifications.
- Develops funding agreements relating to approved proposals under FHIP.
- Writes substantive, interpretive and procedural regulations, handbooks and formal guidance for administration of the FHIP.
- Maintains liaison with and provides technical assistance to National, State and Local fair housing organizations, the housing industry, groups in the brokerage service, mortgage lending institutions, advertising organizations and other public and private groups involved in the provision of equal housing opportunity.
- Provides technical assistance to National, State and Local public and private groups in the implementation of fair housing programs funded under the FHIP.

- Assists in the implementation of E.O. 12259 to affirmatively further fair housing.
- Reviews solicited and unsolicited proposals from public and private organizations for HUD of projects and activities related to fair housing enforcement under the FHIP, and making recommendations for modification, approval or rejection.
- Provides technical assistance to HUD Headquarters and field staff in monitoring the implementation of awards to public and private groups funded to carry out fair housing activities under the FHIP.
- Cooperates with the department of Justice and other Federal agencies in the interchange of information and in the conduct of joint reviews of agreements, products of work or other documents to which both agencies are parties or have a substantial interest.
- Reviews Departmental and other Federal agency evaluation reports for information concerning the propriety and effectiveness of fair housing programs funded under the FHIP.
- Participates in drafting, preparing formal comments, or otherwise making recommendation with respect to proposed legislation affecting the FHIP, HUD policy options and policies proposed by other agencies relating to activities authorized by the FHIP.

### **KNOWLEDGE REQUIRED**

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, and provides financial assistance program requirements to carry out most duties related to solicitation of proposals and funding of projects under Federal financial assistance programs.

- Thorough knowledge of operations of federal financial assistance programs in order to develop notices of fund availability, application kits, and other solicitation material; review and approve competitive funding proposals; negotiate funding agreement; develop general and specific provisions of award instruments; and implement monitoring procedures in accordance with contract requirements and OMB circulars.
- Expert knowledge of Departmental regulations and issuances requirements and procedures in order to draft, clear and publish regulations and notices in an expeditious fashion.

- Broad knowledge of laws, regulations, procedures and policies governing fair housing, including relevant judicial.
- Broad and in-depth knowledge of the procedures employed by public and private organizations and agencies to implement fair housing programs.
- Detailed knowledge of established practices and procedures for implementing, testing, and auditing programs.
- Thorough knowledge of education and outreach programs to inform the public of its rights and responsibilities under fair housing laws.
- Highly developed skill in applying a broad range of program management techniques, including program development, program evaluation, policy analysis, organization of people and resources under the control of others, and negotiating agreements with other agencies and organizations.
- Highly developed skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Division Director makes assignments in broadly stated terms, establishes target dates for completion, and provides administrative direction. The incumbent independently plan designs, and executes 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. 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. Day-to-day work is not generally reviewed.

### **GUIDELINES**

Guidelines include a broad range of applicable laws, regulations, handbooks, policy statements, precedent court decisions and funding agreements. Guidelines are very general and require interpretation in their application to specific situations. The incumbent must use ingenuity and judgment in executing assignments within broad guidelines to maximize governmental implementation of a comprehensive fair housing program, and in applying these general guidelines in the law and agency regulation procedures to a wide variety of operating problems.

### **COMPLEXITY**

Programmatic assignments involve continuing advisory and consultative services to key officials of HUD and other Federal agencies; state and local fair

housing enforcement agencies; and national, state and local private fair housing groups, as well as to various segments of the housing industry.

Programmatic assignments involve in-depth analysis of fair housing enforcement efforts at all levels of government and intensive problem identification/solution activities.

### **SCOPE AND EFFECT**

The purpose of the work is to contribute to a comprehensive national effort to maximize all program and resources that can be directed toward ending discrimination in housing.

Work results in improved implementation of fair housing programs of Federal, state and local governmental agencies and private organizations. These actions materially affect the opportunity of all citizens to secure housing on a nondiscriminatory basis.

### **PERSONAL CONTACTS**

Personal contacts are with managers, supervisors, and key officials throughout the Federal government, State and local fair housing enforcement agencies, civil rights and fair housing organizations throughout the country, Title VIII attorneys, and representatives of the housing industry, advertising organizations, and private community and civic groups.

### **PURPOSE OF CONTACTS**

The purpose of contacts is to identify major fair housing problem areas, develop possible solutions, provide information on Federal programs for fair housing, advise and consult on policies, practices and proposals affecting fair housing, and negotiate and implement Federally funded projects to utilize personnel of all agencies and organizations to provide fair housing.

### **PHYSICAL DEMANDS**

Work requires producing a sustained volume of well written and highly technical correspondence, regulations, and official policy statements. Work frequently requires participation in meetings and negotiation sessions for long periods of time. Duties are frequently performed under stringent time constraints.

Occasional travel is also required.

### **WORK ENVIRONMENT**

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