

REASON FOR THIS POSITION

1. NEW <input 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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POSITION DESCRIPTION COVER SHEET

AS2815

RECOMMENDED

4. TITLE Program Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 0343	7. GRADE (2) 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional) Melody Taylor-Blancher	

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)

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	20. DATE (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Myron P. Gant for JG</i>	23. DATE (mm/dd/yyyy) 12-31-03
21. SUPERVISOR'S NAME		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 2-5	650	7. Purpose of Contacts	Level 7-d	280
3. Guidelines	Level 3-5	650	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		3690
GS-14 point-to-grade conversion range is 3605-4050			FPL=GS-14		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>Lewis C. Anderson</i>	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 Division
Program Analyst
GS-343-14**

INTRODUCTION

This position is located in the Office of Enforcement, Fair Housing Assistant Program Division (FHAP). The Division is responsible for assisting State and Local jurisdictions in public and private agencies in developing and executing fair housing enforcement programs. The incumbent of this position provides assistance to the Division Director; Office Director; HUD field staff, and State and local jurisdictions who are substantially equivalent to the Fair Housing Act. FHAP is authorized under Section 817 of the Civil Rights Act of 1968 (the Fair Housing Act) as amended (42 U.S.C. 3601). Program regulations are at 24 CFR Part 115.

MAJOR DUTIES AND RESPONSIBILITIES

- Recommends, develops and revises formulas for allocation of resources for the FHAP, as well as descriptions of substantial equivalency, criteria for eligibility, and regulatory requirements under 24 CFR, Part 115.
- Independently analyzing and reporting on program issues and problems and recommending appropriate resolutions to these issues and problems.
- Reviewing new departmental policies resulting from legislation or regulations to assess their impact on the Division's operations.
- Maintaining a lead role in developing new program policies, procedures, and instructions, and in completing special projects as needed.
- Develops procedures for review and evaluation of FHAPs and provides guidance with respect to needed clarifications and modifications.
- Develops Memoranda of Understanding and Interim Agreements as needed.
- Writes substantive, interpretive and procedural regulations, handbooks and formal guidance for administration of FHAP.
- Maintains liaison with and provides technical assistance to State and local jurisdictions and the field on the provision of equal housing opportunity.
- Provides technical assistance to State and local jurisdictions in the implementation of funding under the FHAP.

- Assists in the implementation of E.O. 12259 to affirmatively further fair housing.
- Provides technical assistance to HUD Headquarters and field staff in monitoring the implementation of State and local substantially equivalent agencies to carry out fair housing activities under the FHAP.
- Drafting and preparing formal comments, or otherwise making substantive recommendations with respect to proposed legislation affecting HUD's fair housing and equal opportunity programs and obligations.
- Representing the Division and Department at conferences held by officials of other government agencies to discuss proposed changes in policies and procedures.
- Recommending and drafting policy statements for the Division Director and prepares comments on correspondence involving complex and significant policy issues.
- Assisting in policy briefing and presentations to high level officials.
- Developing proposals and required justification which are identified as necessary to carry out planned activities of the Division.
- Establishing and maintaining 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.
- Providing technical assistance to National, State and local private fair housing groups in the development and execution of fair housing enforcement programs.
- Conducting a review and evaluation of an administrative program as it relates to Qualified Fair Housing Enforcement Organizations, Fair Housing Enforcement Organizations, public or private for profit or not-for-profit organizations, or other public or private entities that are working to prevent or eliminate discriminatory housing practices, faith-based community based grassroots organizations, and State and local governmental agencies to determine whether or not the Division meets the needs of these organizations.
- Reviewing existing program requirements of Federal Departments and Agencies to determine what programmatic responsibilities of the Department or Agency may be employed to assist HUD in its overall administration of the Federal Fair Housing Law through cooperative fair housing policies and enforcement techniques, and develops recommend actions to accomplish the statutory objectives.

KNOWLEDGE REQUIRED

Mastery of the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of fair housing and equal opportunity compliance activities to improve operations and solve problems. These knowledge and skills include:

- 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.
- Expert knowledge of Executive Orders and laws administered by the organization including equal housing opportunity principles.
- 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 Grant and Cooperative Agreement Handbooks and 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 State and local governments who are substantially equivalent to the Fair Housing Act.
- Detailed knowledge of established practices and procedures for implementing, monitoring, and auditing FHAP agencies.
- Thorough knowledge of budget rules to draft and implement the program budget and field guidance.
- Highly developed skill in applying a broad range of program management techniques, including program development, program evaluation, policy analysis, and negotiating agreements with other State and local agencies.

- Highly developed skill in oral and written communication.
- Literacy and experience in the preparation of policy documents, memoranda, position and briefing papers, and correspondence;

Factor 2. Supervisory Controls

The supervisor makes assignments in terms of broadly stated objectives, and sets target dates for project completion. The employee exercises independent judgment in planning and carrying out assigned duties, and recommends program initiatives. Selects appropriate techniques, plans own work and work of any subordinate specialists or interns assigned. Selects appropriate approach to the identification and resolution of problems. During field technical assistance visits or speaking engagements exercises the authority as the national program director. Work results are accepted as technically authoritative.

Reports to superiors regarding the cause and effect relationships between problems discerned and corrective action implemented. Recommendations for sanctions and other findings are evaluated in terms of soundness from a policy/legal standpoint. Policy recommendations are reviewed in terms of overall Departmental goals, objectives, and policies.

Factor 3. Guidelines

Guidelines are very general and include the Federal Fair Housing Law and existing regulations and administrative policy statements pertaining to equal housing opportunity and affirmative marketing.

The employee must use considerable judgment, ingenuity, and initiative in interpreting the guidelines that exist to develop new guidelines covering major program areas and to establish precedent setting decisions. The employee is considered a technical expert in interpreting the guidelines.

Factor 4. Complexity

Assignments are to assure that the Department properly carries out the requirements and responsibilities imposed by the Act. These responsibilities are nationwide and impact upon housing choice for individuals throughout society, as well as housing industry groups, State and local units of government, and FHEO staff at all levels of Departmental organizations. Policy issues involved are highly complex and controversial. Methods may be subject to challenge by competent and resourceful persons or organizations whose vital interests may be affected by the policies and programs developed. The degree of complexity may readily be inferred from inspection of the duties specified above.

Factor 5. Scope and Effect

The purpose of the work is to provide technical guidance and assistance on a nationwide basis to national, state, and local private fair housing groups in the development and execution of fair housing enforcement programs, ensuring that civil rights requirements are included in all HUD funded activities.

Carrying out the purpose of the work results in the Department's implementation of programs that include civil rights requirements; efficient use of federal funds by the Office's fair housing partners, which assists the Department in affirmatively furthering fair housing throughout the United States.

Factor 6. Personal Contact

Personal contacts are with top level officials within the Area and Regional office of the Department, high ranking officials of civil rights and fair housing organizations, state and local officials, mayors, and presidents of national corporations. 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 policies and programs, and to provide clarification concerning program rationale and benefits. Contacts outside the agency are designed to provide a broad range of advice and technical assistance, to justify or defend decisions made by the Department on controversial issues.

Factor 8. Physical Demands

The work is sedentary, some walking, standing, bending, and carrying light materials is required.

Factor 9. Work Environment

The work is performed in an office setting that is well lighted and ventilated. Travel is minimal.