

**REASON FOR THIS POSITION**

1. NEW  2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8)  3. REPLACES PD NUMBER (8)  **PT000702**

**POSITION DESCRIPTION COVER SHEET**

AS2690

**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) **Annette Corley**

**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 <b>Housing and Urban Development</b>	5th <b>Office of Programs</b>
2nd <b>Assistant Secretary for Fair Housing and Equal Opportunity</b>	6th <b>Fair Housing Initiative Program Support Division (FHIP)</b>
3rd <b>General Deputy Assistant Secretary</b>	7th
4th <b>Deputy Assistant Secretary for Enforcement and Programs</b>	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) 22. SECOND LEVEL SUPERVISOR'S SIGNATURE *Jon L. Gant* 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 **Supervisory Equal Opportunity Specialist** 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 2-5	650	7. Purpose of Contacts	Level d	280
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-6	450	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-5	325	TOTAL POINTS		3715
The point-to-grade conversion chart GS-14 range is 3605-4050				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 *Lewis C. Anderson* 30. DATE (mm/dd/yyyy) **07/13/04**

31. NAME **Lewis C. Anderson** 31a. TITLE **Chief, Grants Mgmt Branch**

32. REMARKS 33. OPM CERTIFICATION NUMBER

**Office of Programs  
Fair Housing Initiatives Division  
Program Analyst  
GS-343-14**

**INTRODUCTION**

This position is located in the Office of the Assistance Secretary for Fair Housing and Equal Opportunity, Deputy Assistant Secretary for Enforcement and Programs, Office of Programs, Fair Housing Initiative Program (FHIP) Support Division. The Division is responsible for the administration, development and implementation of the Fair Housing Initiatives Program (FHIP). The Incumbent serves as a Program Analyst and reports to the Division Director.

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:**

Assists the Director of the FHIP Support Division by initiating or participating in guidance and planning activities on FHIP. This includes acting as a liaison between the Division Director and the Director, Office of Programs on all matters pertaining to the planning development and execution process on all grant, cooperative agreements, and contracts for the FHIP. This also includes advising the Director and other FHEO staff and managers on funding availability issues, FHIP policy, budget, and legislative issues, and other program related activities such as the Annual Performance Plan or the Business Operating Plan, and Participating in developing and implementing training for the FHIP potential agencies.

Provides superior technical knowledge of administration of FHIP grants, cooperative agreements, and the E-grant process.

Provides specialized knowledge of grantee/contractor performance problems (e.g., possible late grant/contract milestones and/or funding issues) and identifies a

comprehensive range of creative solutions to complex performance problems which eliminates or significantly reduces the impact of the problems.

Provides expert assistance in recommending modification and changes to the original statement of work or the manner of grantee/contractor performance which directly lead to improvement in overall performance. Also ensures that grantee/contractor is meeting the Special Conditions, Addendum, and administrative requirements of the grant and the administrative and cost requirements of relevant HUD and OMB regulations.

Provides initiative in developing innovative and workable approaches to complex grant management issues by arranging meetings with and providing policy and procedural guidance to grants management staffs in headquarters and in the field offices.

Responsible for administering the Department's programs and responsibilities in connection with equal opportunity and civil rights, including those under Title VIII of the Civil Rights Act of 1968, Title VI of the Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1975.

The incumbent has related research and evaluative skills to assess costs, effectiveness, and potential for broader replication of existing FHIP efforts and to develop new initiatives.

Provides specialized assistance on FHIP matters as they pertain to the numerous programs and activities administered by the Division.

Functions as one of the primary points of contacts for FHIP and represent the interests of the Division in dealing with other HUD offices, other federal agencies and departments, other state and local governmental officials, and the public.

Responsible for providing budget analyses of all funds, FHIP salaries and expense, and operating expenses. Incumbent will evaluate the information and provide operational and policy recommendations, proposed procedural and system modifications, and product and /or activities needed to fulfill the responsibilities of the position.

In a related role the incumbent will have responsibility for the development, implementation and maintenance of grant information that ensures that financial information is regularly provided to field staff to enable Regional Directors to complete negotiations, perform risk analysis, monitor grants, contract, and cooperative agreements, and other programmatic tasks for which budgetary information is necessary.

Represent the Division Director at top-level meetings and, and when authorized, act for the Division Director.

Maintain continuous familiarity with statutes, regulations, and policy initiatives on FHIP as well as programs administered by the Department's Office of Budget. Incumbent will

keep abreast of the appropriations statutes, legislative data regarding the budgets and other information and recommendations as they affect the Division's responsibilities.

Provides advice on funds availability, grant, contracts, and cooperative agreement procedures and requirements by performing reviews of various guidance mechanisms and proposing revisions to methods and procedures in order to establish a system of adequate internal controls.

Provides as a program expert with regards to the Division's program, salaries and expenses, and operations funds and the financial management systems that support HUD's internal/external reporting and financial statement audit requirements. Incumbent provides budget and other tracking data on funds using the Department's budget and financial data tracking systems such as Line of Credit Control System (LOCCS).

Analyses and prepares financial reports and separate justifications using guidelines prepared by the Office of Management and Budget and the Department for funds management which are used by the Assistant Secretary, Deputy Assistant Secretaries, and Office and Division Directors.

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

Expert Knowledge of the Fair Housing programs, principles and concepts as they relate to the Fair Housing Initiative Program (FHIP).

A mastery knowledge of the principles and concepts in the field of fair housing and equal opportunity, including a thorough knowledge of the relevant laws, the history of fair housing and civil rights.

A thorough knowledge of rules, requirement/procedures and a good thorough knowledge of budget development and preparation regarding FHIP salaries and expense and operating expenses.

Ability to meet and deal with grantees/contractors for the purpose of identifying performance issues and making recommendations to eliminate the problems.

Ability to review financial reports and prepares justifications for FHIP funds.

Expert knowledge of grant management programs.

Expert knowledge of analytical and evaluative methods used for analyzing and measuring the effectiveness, efficiency and productivity of technical programs.

Manages and/or directs the use of personal computers with such software as EXCEL, or similar spreadsheet software to develop financial and grant management data.

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Highly developed skill in fact finding, analysis, formulating and present recommendations, negotiating resolutions of strongly contested issues, in oral and written communication.

## **FACTOR 2. SUPERVISORY CONTROLS**

The incumbent works under the supervision of the Division Director, who provides overall guidance as to the major departmental objectives, priorities and policies. The work is reviewed in terms of overall accomplishments, meeting critical deadlines and compliance with objectives. The employee exercises independent judgment in planning and carrying out assigned duties and recommends program initiatives. The incumbent completes assignments independently and works to identify problem areas, trends, merit and deficiency situations, and to define new needs and objectives. The Director relies on technical expertise and judgment of the incumbent in assuring that overall goals and objectives are met.

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## **FACTOR 3. GUIDELINES**

Guidelines regularly used include the Fair Housing Act, FHIP Regulations and Statutes, OMB Circulars A-122, A-87, and A-110, FHAP Guidance, FHIP Notice of Funding Availability (NOFA), and Departmental Guidebooks for Grant Administration. The incumbent must interpret broad legislation, regulatory and policy guidance for application to FHIP.

Incumbent must be fully cognizant of all Super NOFA policy changes as they pertain to FHIP regulations and statutes.

Incumbent must stay abreast of all policy changes initiated through the Office of Departmental Grants Management as they apply to FHIP. As a result, the incumbent will exercise a high degree of judgment to ensure that FHEO concerns are included and dealt with.

## **Factor 4. COMPLEXITY:**

Assignments are to plan, direct and conduct broad studies, analyze and recommend decisions on highly complex and broad problems of a fundamental or precedent setting nature. Generally the problems dealt with involve a unique combination of facts, conditions and issues.

On a continuing basis, incumbent provides specialized assistance on grants management and budget matters as they pertain to FHIP. The incumbent directs the coordination, formulation, evaluation and presentation of budget materials for FHIP and justification for these programs. The incumbent is frequently requested to provide informed advice

and judgment on specific legislative proposals, administrative regulations, and other programmatic policy and procedures.

Work involves planning and administering methods and techniques to enable FHEO to carry out its mission. The incumbent will recommend to Director, FHIP Support Division priorities for the allocation and distribution of FHIP funds. The incumbent assures that there is a balance at all times and initiates requests to the Office of Budget and Administration for reprogramming actions to transfer funds when necessary.

Incumbent must develop and maintain appropriate internal procedures to properly monitor the use of all program, salaries and expenses, and operations budget funds.

#### **FACTOR 5. SCOPE AND EFFECT**

The work of the position results in improvements in the overall implementation of FHEO programs in Headquarters and Field, which may include developing long-range program plans, goals, objectives and milestones relating to FHIP programs.

The purpose of the work is to provide advice for key decision-making in the FHIP Support Division regarding use of the program funds. Recommendations and decisions made will enhance the Division Director's ability to accomplish the mission of the Division and to complete assigned tasks.

The incumbent assists in preparation of budget proposals and separate justifications for annual submissions for FHIP that are used, by the Department and the Assistant Secretary to support FHEO's budget before OMB and the Congress.

#### **FACTOR 6. PERSONAL CONTACTS**

The incumbent has telephone and face-to-face contacts on a regular basis with Division and Office Director, the Deputy Assistant Secretary, FHIP Support Division, grantees, contractors, other federal agencies, state and local government officials, and the public. There are no rules or set guidelines for these contacts and each is different and dependent upon the purpose of the contact.

#### **FACTOR 7. PURPOSE OF CONTACTS**

Contacts within the agency are to provide technical assistance for improving program management, to secure information for the development of policies and programs and to provide clarification concerning program rationale and benefits. Contacts with key staff and the FHIP Support Division are for the purpose of carrying out the Division's mission. Contacts with grantees, contractors, other federal agencies, state and local government officials are for the purpose of explaining FHIP policies, legislative issues, budget, and performance accountability.