

REASON FOR THIS POSITION

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|------------------------------------|--|---|
| 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"/> |
|------------------------------------|--|---|

POSITION DESCRIPTION COVER SHEET

AS 2693

RECOMMENDED

| | | | |
|-----------------------------|-----------------------|---|--------------------|
| 4. TITLE Program Analyst | 5. PAY PLAN (2) GS | 6. SERIES (4) 0343 | 7. GRADE (2) 09 |
| 8. WORKING TITLE (Optional) | | 9. INCUMBENT (Optional) Shirley Williams | |

OFFICIAL

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|------------------------------|----------------|--------------|--------------|-----------------------|---|-----------------------|
| 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 Programs |
| 2nd Assistant Secretary for Fair Housing and Equal Opportunity | 6th Fair Housing Initiative 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.

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| 19. SUPERVISOR'S SIGNATURE <i>Myron P. Newry</i> | 20. DATE (mm/dd/yyyy) 12-30-03 | 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 Initiative 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 1-6 | 950 | 6. Personal Contacts | Level 2 | |
| 2. Supervisory Controls | Level 2-3 | 275 | 7. Purpose of Contacts | Level b | 75 |
| 3. Guidelines | Level 3-3 | 275 | 8. Physical Demands | Level 8-1 | 5 |
| 4. Complexity | Level 4-3 | 150 | 9. Work Environment | Level 9-1 | 5 |
| 5. Scope and Effect | Level 5-3 | 150 | TOTAL POINTS | | 1885 |
| FPL = GS-12 | | | The point-to-grade conversion table GS-09 range is 1855-2100 | | GRADE GS-09 |

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.

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| 29. SIGNATURE <i>Lewis C. Anderson</i> | 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 Division
Program Analyst
GS-343-9**

INTRODUCTION

This position is located in the Fair Housing Initiative Program Support Division (FHIP), Office of Programs, Deputy Assistant Secretary for Enforcement and Programs, Office of the Assistant Secretary for Fair Housing and Equal Opportunity (FHEO). The Office is responsible for developing Fair Housing policies, developing and implementing program management and administration of program, i.e., fair housing planning and assure that all HUD programs affirmatively further fair housing.

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 Grant Policies.

The incumbent undertakes a variety of duties and assignments involving reviewing proposed legislation, regulations, handbooks, conducting short and long-term research/evaluation studies, notices an other issuance relating to the administration of Fair Housing programs.

DUTIES AND RESPONSIBILITIES

Assist in the reviews, analysis, and development of information about overall program policies, regulations, standards and procedures.

Assist in the preparation of background information and supporting documents for use in the development of regulations, standards and procedures to implement legislation.

Reviews and analyzes existing and proposed legislation and policy issuance relating to fair housing and prepares comments.

Reviews and analyzes quantitative and qualitative data relating to public and private organizations on FHEO programs, , and prepares reports to serve as a bases for identifying program weaknesses and strengths and developing new program thrusts.

Assist in the recommending changes in data collection and evaluation techniques and new evaluation program thrust to improve the program evaluation process and research products.

Assist in development of guidance materials for use by HUD-funded recipients, consumers, and other interested persons on the laws enforced by the Office.

Provides assistance by telephone or in witting in response to inquiries from field office staff, outside organizations including industry groups, architects, builders, developer, design professionals, and other federal agency staff.

Responds to controlled and uncontrolled correspondence, and prepares letters, memoranda, or internal reports on a variety of subjects to answer questions asked by the public, agency officials, industry groups, consumers and others.

Factor 1, Knowledge Required

Knowledge and skills in using microcomputers.

Broad knowledge of the concepts and principles and functions of fair housing as it relates to national, state and local public and private agencies and organizations

Basic ability to apply analytical principles and techniques in assignments.

Basic knowledge of Departmental regulations and issuances requirements and procedures in order to answer correspondence from Congress, the public and other interested parties on program policy and guidance.

Basic knowledge of laws, regulations, procedures and policies governing fair housing.

Broad knowledge of the procedures employed by public and private organizations and agencies to implement fair housing programs.

Highly developed skill in oral and written communication.

Ability to apply analytical principals and techniques to assignments received.

Factor 2, Supervisory Controls

The incumbent works under the supervision of the Division Director: The supervisory assigns specific projects in terms of issues and sets deadlines for completing the work. Incumbent is expected to plan and carry out assignments independently, determining the

methods and techniques to use. A review of the results obtained and conformance to policies and instructions is performed by the supervisor. Work is reviewed in progress and upon completion for technical adequacy and completeness, conformity to policy and feasibility of recommendations.

Factor 3, Guidelines

Incumbent is guided by oral instructions, laws, decisions, rules and regulations governing the operations of the work unit; overall HUD management policies; recognized techniques or procedures and methods of analysis; and standard program management principles and practices. Guidelines are not always applicable to the work assignment, therefore, the incumbent must use some judgment in interpreting guidelines and applying to the situation.

Factor 4, Complexity

Assignments involve the analysis and evaluation of a broad range of varied functions. Assignments are complicated by different and unrelated subject matter data, methods and techniques. The incumbent is required to make decisions concerning the applicability of data and apply a variety of fact finding techniques and analytical methods to recommend decisions on individual issues.

Factor 5, Scope and Effect

The work involves conducting studies, projects, analyzing, reviewing and evaluating a variety of data, and participating in the establishment and implementation of policies, guidelines and procedures. Work may also involve identifying problems, analyzing, and making recommendations for resolution.

Factor 6, Personal Contacts

Contacts are with persons within Headquarters and Field Offices, other federal agencies, organizations representing State and local governments, and members of the general public.

Factor 7, Purpose of Contacts

Contacts are for the purpose of coordinating work plans, obtaining, providing or clarifying information, and explaining regulations, procedures and requirements and program implementation to assure a coordinated approach.

Factor 8, Physical Demands

Work primarily sedentary, however, some walking and standing, bending and carrying of light materials is occasionally required.

Factor 9, Work Environment

The work is performed in an office setting.