

**REASON FOR THIS POSITION**

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

**POSITION DESCRIPTION COVER SHEET**

**RECOMMENDED**

4. TITLE: Supervisory Equal Opportunity Specialist

5. PAY PLAN (2): GS

6. SERIES (4): 360

7. GRADE (2): 13

8. WORKING TITLE (Optional): FHEO Field Office Director

9. INCUMBENT (Optional):

**OFFICIAL**

10. TITLE

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 Department of Housing and Urban Development	5th Fair Housing and Equal Opportunity Center
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Fair Housing and Equal Opportunity Field Office
3rd General Deputy Assistant Secretary	7th
4th Regional Office of Fair Housing and Equal Opportunity	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: <i>Floyd O. May</i>	20. DATE (mm/dd/yyyy): 2/4/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE: <i>Carolyn Peoples</i>	23. DATE (mm/dd/yyyy):
21. SUPERVISOR'S NAME: Floyd O. May	24. SECOND LEVEL SUPERVISOR'S NAME: Carolyn Peoples		
21a. SUPERVISOR'S TITLE: General Deputy Assistant Secretary for FHEO	24a. SECOND LEVEL SUPERVISOR'S TITLE: Assistant Secretary for FHEO		

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

**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>Marlene Thrash</i>	30. DATE (mm/dd/yyyy): 8-20-2004
31. NAME: Marlene Thrash	31a. TITLE: Human Resources Specialist
32. REMARKS: See Attached GSSG Evaluation	33. OPM CERTIFICATION NUMBER:

# MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. No. (6)	5. GRADE (2)	6. IP NUMBER (8)
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## B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6)		5. OFF. TITLE (38)							
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA			5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA		9. INTERDIS. CD (1) N = No Y = Interdis.		10. DATE CLASS (mm/dd/yyyy)	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA			12. INACT/ACT (1) 1 = Inactive A = Active			13. DATE ABOL. (mm/dd/yyyy)		14. DATE INACT/REACT (mm/dd/yyyy)		15. AGCY. USE (10)		
16. INTERDIS. SER. (40)												
(4)		(4)		(4)		(4)		(4)		(4)		
17. INTERDIS. TITLE CD. (50)												
(5)		(5)		(5)		(5)		(5)		(5)		

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) 0 = None 1 = CD219 2 = CD220 3 = SF278 4 = AD392 5 = SF849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C O = Excepted but not A, B, C			4. POS. SENS (3) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4)														
6. WK. TITLE CD. (4)		7. WK. TITLE (38)																					
8. ORG.STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*)								9. VAC. REV. CD. (1) 0 = Position Action A = No Change B = Lower Grade C = Higher Grade D = Different title and/or Series E = New Position/New FTE															
1st	2nd	3rd	4th	5th	6th	7th	8th	10. TARGET GC. (2)		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) Blank = NA Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4)		15. DATE LAST AUDIT. (mm/dd/yyyy)		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy)	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use								19. DATE REQ.REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y = Perm N = Other											
22. MAINT.REV./CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results)																							
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change				5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other											
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) 1 = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4)		28. INT. ASGN.SER. (4)		29. AGCY USE (8)											
30. CLASSIFIER'S SIGNATURE											31. DATE (mm/dd/yyyy)												

## 32. REMARKS

OFFICE OF FAIR HOUSING AND EQUAL OPPORTUNITY  
FHEO FIELD OFFICE DIRECTOR  
Supervisory Equal Opportunity Specialist, GS-360-13

This position is located in the Office of Fair Housing and Equal Opportunity, Office of the General Deputy Assistant Secretary, Regional Office of Fair Housing and Equal Opportunity, FHEO Field Office. The incumbent serves as one of twenty-six FHEO Field Office Directors and has operational responsibility and serves as principal advisor to the FHEO Center Director in all matters relating to equal opportunity in housing and facilities, economic opportunity, civil rights, and nondiscrimination in the implementation of the programs of HUD in the geographic area of the Field Office. The incumbent is responsible for supervising and overseeing the fair housing enforcement, compliance and operations functions and responsibilities in connection with equal opportunity and civil rights, including those under Title VIII of the Civil Rights Act of 1968, as amended, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act, the Age Discrimination Act and relevant Executive Orders. As required, by the FHEO Center Director, the incumbent may be responsible for the educational and outreach responsibilities within the Field Office jurisdiction.

**Duties and Responsibilities -**

The staff of the twenty-six (26) FHEO Field Office ranges from 3 to 8 employees comprised of Equal Opportunity Specialist, GS-5 to GS-13; Equal Opportunity Assistants, GS-5/6/7 and Secretary, GS-6.

Supervises a staff and manages other resources to achieve maximum efficiency and balance in utilizing the resources assigned. Plans work to be accomplished by subordinates, sets and adjust short-term priorities and prepares schedules for completion of work. Assigns work to subordinates based on priorities of the office and ensures work is efficiently carried out. Evaluates work performance of subordinates, developing budget and administering and managing funds. Establishes goals, objectives and activities for the Field

Office. Responsible for identifying training needs and ensures the staff receive proper training. Also responsible for counseling, disciplinary actions, awards, merit staffing, reassignments, rotations, promotions, delegating responsibilities, and other actions.

Carries out responsibilities under Title VIII of the Civil Rights Act of 1968, as amended, Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act, the Age Discrimination Act; and Equal Housing Opportunity pursuant to relevant Executive Orders.

Serves as principal advisor to the FHEO Center Director on FHEO matters within the geographic area of the Field Office; advising the Directors on aspects of FHEO programs and activities affecting the incumbent's area of responsibility. Coordinates the activities of other FHEO personnel within the Office and provides technical assistance.

Coordinates with the local Field Office Director and other program Directors in the implementation of FHEO programs and activities in the local jurisdictional area.

Represents the Department on fair housing and equal opportunity matters at various State and local conferences, symposia, workshops, meetings and other gatherings sponsored by Governors, Mayors, and various organizations and groups interested in equal opportunity.

Incumbent is responsible for managing FHEO operations and investigations, in conjunction with the FHEO Center Director. Monitors the day-to-day responsiveness of the staff to the needs of the customers and HUD.

Attends the local Field Office Director's weekly staff meeting, as required.

Performs other duties as assigned by the FHEO Center Director and Regional Director.

#### **Duties and Responsibilities – Enforcement:**

Conducts investigation and conciliation's of complaints received under the Department's civil rights jurisdictions and provides technical assistance to staff.

Receives complaints of housing discrimination from citizens, for sufficiency, perfects complaint form for inclusion of required preliminary information, and forwards complaints to HUD.

#### **Duties and Responsibilities – Compliance:**

Conducts compliance reviews of HUD recipients under Title VI, Section 504 and Executive Order 11063 and Section 109; Negotiates voluntary compliance agreements with HUD recipients to resolve findings of noncompliance, monitors VCAs and recommends actions for breach of agreement.

Represents the FHEO Center Director on matters of fair housing and equal opportunity with other government agencies and outside groups, participating in negotiations with State and local representatives of national housing constituent groups and major businesses and corporations in the Site's area of responsibility, maintaining continuing liaison with local elected officials, principal minority groups, civil rights organizations, and other organizations concerned with equal opportunity in housing, facilities, business and employment.

Represents fair housing and equal opportunity on State and local Community Empowerment Teams to promote communication with the community and customers, assists in the resolution of local problems, develop community

partnership plans, and participates with community representatives in the development of new program initiatives.

Interfaces with executives of State and local affiliates of national housing industry groups, businesses and corporations on voluntary approaches to compliance with the Fair Housing Act.

Negotiates with State and local sales and rental organizations for their endorsement of national agreements promoting voluntary compliance with Federal fair housing and guidelines. Provides technical assistance and guidance to signatories on full implementation of agreements.

Serves as the expert with respect to FHEO functions that require clearance at the FHEO Center level.

Promotes the continued development of existing private fair housing groups through outreach, training and technical assistance.

Monitors and provides technical assistance to grant recipients under the Fair Housing Initiatives Program.

#### **Duties and Responsibilities – Operations:**

Pursuant to Title VI of the Civil Rights Act of 1964, Section 504 and Section 109 performs program application and document reviews to ensure that equal opportunity and civil rights requirements are being met.

Develops, establishes, and implements methods to affirmatively further Fair Housing by meeting with housing and community development officials, mortgage industry groups, fair housing organizations, civil rights groups, neighborhood associations, local and state governmental agencies, lending and insurance associations, and other interested organizations.

Outreaches to the community to develop fair housing groups in the Field Office geographic area where there is little or no fair housing presence.

Monitors and provides technical assistance to other organizational elements of the local HUD Office, to local HUD-funded agencies and to the private sector to assure affirmative compliance with the requirements of the various civil rights laws, executive orders, etc. referenced above.

Monitors and provides technical assistance to local HUD-funded entities to assure affirmative compliance with the requirements of the laws, executive orders, and the statement of work related to their federal assistance.

Performs program application and document reviews to ensure that equal opportunity and civil rights requirements are being met.

Provides technical assistance and guidance to other organizational elements of the Office, to local HUD-funded agencies and to the private sector to assure affirmative compliance with the requirements of the various civil rights laws, executive orders, etc. referenced above.

Identifies, defines, analyzes, and recommends solutions for equal opportunity problems within Housing, Public and Indian Housing and Community Planning and Development programs.

Monitors community development programs, Section 8 existing, Section 8 New Construction, low rent public housing and individual builders to assure compliance with equal opportunity regulations.

Keeps abreast of changes in all HUD program areas and works closely with all key personnel of the Area Office to cooperatively enlist their support of equal opportunity objectives.

## Factor 1. Knowledge Required for the Position

A mastery of the concepts and principles of the field of equal opportunity is necessary to administer and manage a broad jurisdictional program to identify and recommend solutions for particularly broad and complex equal opportunity problems as well as the enforcement of the applicable civil rights statutes. Outstanding mastery of equal opportunity is typically demonstrated by the following:

The Supervisory Equal Opportunity Specialist is recognized as an expert on all aspects of FHEO related to HUD programs, communities being served in the jurisdiction, disadvantaged groups, and Federal, state and local government administrative processes by which civil rights laws are implemented; and is recognized as having skill in developing significant new, broad jurisdictional programs which will have a deep impact on disadvantaged groups in terms of better housing, living environment, employment and business opportunities.

Broad and in depth knowledge of all housing, public housing and community development programs, particularly knowledge of the program requirements as related to FHEO. Based on this knowledge, recommends approval or disapproval of proposals for agency-funded programs after technical evaluation of the proposal's compliance with fair housing and equal opportunity laws, regulations, and policies. Provides technical assistance to private developers, housing authorities, local governments and other recipients of, or applicants for, agency program funds to assist them in meeting the FHEO requirements of the program.

Expert knowledge of laws, regulations and procedures governing civil rights. In depth knowledge of a wide range of managerial techniques and human relations to be able to manage effectively the staff resources of the jurisdictions fair housing and equal opportunity programs:

Highly developed skill in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, in oral and written communication. Must possess skill in analyzing the causes and effects of discrimination, and in formulating corrective actions.

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

The incumbent serves under the general supervision of the FHEO Center Director. The incumbent is responsible for independently carrying out assignments. Work products are considered technically authoritative and are normally accepted without change. Policy recommendations are reviewed in terms of overall Departmental goals, objectives and policies.

### **Factor 3. Guidelines**

Guidelines include applicable laws, administrative and court-precedent decisions and policy statements that are broadly stated. The incumbent performs independent research using his/her own methodology in reaching findings and in recommending programs and/or policy changes.

Independent judgment is needed to apply broad equal opportunity principles to very complex and unique socio-economic and political factors affecting the delivery of HUD programs.

#### FACTOR 4. COMPLEXITY

The Supervisory EOS plans, directs and conducts his/her work assignments and recommend decisions on highly complex and broad problems of a fundamental or precedent setting nature. The problems involve a unique combination of facts, conditions and issues being investigated or studied for the first time.

The organization is highly complex with multiple layers of management, many programmatic areas and a wide variety of difficult FHEO problems that have been particularly resistant to past efforts in solving.

#### Factor 5. Scope and Effect

The purpose of the work is to oversee a comprehensive FHEO program which includes an enforcement system, investigation function, and providing consulting services to management for FHEO on a broad range of FHEO issues – including systemic problems which have been particularly resistant to past efforts at solution.

The work results in resolution of individual complaints of discrimination through the collection and presentation of factual information that, ultimately, may be used in a court of law as a basis for judicial conclusions.

Work results in resolution of a wide variety of problems. These include individual or class action discrimination complaints, elimination of systemic barriers to equal opportunity, in housing and community services, and elimination of widespread illegal practices in public or private areas that are supported with Department funds.

### Factor 6. Personal Contacts

The contacts include complainants, legal representatives, Governors, Members of Congress, State legislators, county and city officials, department heads, heads of housing authorities, heads of industry association (e.g., real estate, construction, banking), union leaders, legal representatives, community and civil rights leaders, as well as a variety of management in HUD and other Federal agencies.

### Factor 7. Purpose of Contacts

The purpose is to negotiate or conciliate resolutions to highly controversial or major issues, or to communicate, justify, or defend decisions on major controversial issues.

The incumbent regularly negotiates with officials and legal representatives of local jurisdictions and others concerning those aspects of agency funded programs and projects that have an impact on fair housing or equal opportunity. These negotiations typically involve issues that are important because of their significant economic impact and local political sensitivity. Many issues are strongly contested, but incumbent must maintain firmness, objectivity, maturity and a high degree of professionalism in bringing difficult issues to a reasonable and sound resolution. The purpose of contacts with Department program managers is to create awareness, to identify major FHEO problems and concerns and to seek workable solutions and to make recommendations to management on the approval or disapproval of assistance for HUD funded organizations; to advise and counsel FHEO management and others of potential major problems affecting Department policies and goals.

Contacts sometimes are hazardous because individuals or members of extremist groups (e.g., Ku Klux Klan, American Nazi Party, etc.) may be in attendance and often incite individuals or groups to violent actions directed at those who have the responsibility for enforcing civil rights laws.

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

The physical and psychological demands of this position can create a great degree of mental stress and physical fatigue. Walking, standing, bending, driving and flying long distances are required of the incumbent. Negotiation and conciliation sessions are often protracted.

### **Factor 9. Work Environment**

Work is generally performed in offices and conference rooms, and includes visits to field offices and Headquarters that involve everyday risks and discomforts and require normal safety precautions. There are numerous accounts of attacks on civil rights officials who were injured while on official business.