

REASON FOR THIS POSITION		
1. NEW <input checked="" 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

RECOMMENDED

4. TITLE Supervisory Equal Opportunity Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 360	7. GRADE (2) 14
8. WORKING TITLE (Optional) Fair Housing and Equal Opportunity Center 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)

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 Baltimore, Miami, Louisville, Detroit,
3rd General Deputy Assistant Secretary	7th Columbus, New Orleans
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	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)	(4)
17. INTERDIS. TITLE CD. (50)						
(5)	(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 = RGE 6 = Policy Analysis GEG 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		Maintenance Review Act		Results		5 = Series Change		9 = Other		
1 = Desk Audit		5 = Desk Audit		1 = No Action Req.		6 = Pos. Upgrade				
2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		7 = Pos. Downgrade				
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		8 = New Pos.				
4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change						
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 CENTER DIRECTOR  
Supervisory, Equal Opportunity Specialist GS-360-14

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. The incumbent serves as one of six FHEO Center Directors and is a principal advisor to the Regional Director for all matters relating to equal opportunity in housing and facilities, economic opportunity, civil rights, and nondiscrimination in the implementation of the programs of HUD. These activities are carried out in a multi-state jurisdiction. The incumbent is 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, 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 in his/her geographical area. The incumbent is also responsible for the educational and outreach responsibilities within the Center's Office jurisdiction.

**Duties and Responsibilities:**

The offices under the Center Director are the Immediate Office of the FHEO Center Director, Enforcement Division, Program Operations Division and the FHEO Field Office (s). The staff is comprised of Supervisory Equal Opportunity Specialists, GS-13/14; Equal Opportunity Specialists, GS-5 to GS-13; Equal Opportunity Assistants, GS-5/6/7 and Secretaries, GS-6/7.

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 Center. 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 an advisor to the Regional Director for FHEO matters; advising the Regional Director on all aspects of FHEO programs and activities affecting the Center Director's area of responsibility.

Coordinates with Regional Director/Field Office Directors and other program Directors in the implementation and management of FHEO programs and activities under his/her jurisdiction.

Has responsibility for the processing and issuing determinations related to investigation of discrimination complaints, which involve the investigation and conciliation of individual, class and systemic cases and the research studies and hearing requirements of Section 808(e) of Title VIII.

Administers a discrimination complaint process that involves the investigation and conciliation of individual cases as required under Title VI, Section 504, Section 109, the Americans with Disabilities Act and the Age Discrimination Act.

Works in conjunction with the Regional Director in managing the Education and Outreach responsibilities that will be established in each of the ten Regional Offices. The staffs assigned to this function will be responsible for implementing policy, procedures, strategies and coordinating education and outreach activities within the regional jurisdiction. He/she will also be responsible for coordinating initiatives with grass roots organizations, maintaining data on marketing, education and outreach activities, and coordinating Region wide Fair Housing month activities.

Identifies deficiencies in complaint processing of state and local FHAP agencies in the jurisdiction of the Center, determines for purposes of payment the acceptability of investigated complaints, and provides technical assistance and training to correct problems.

Establishes and maintains a liaison with counterparts in other federal agencies.

Identifies and recommends to the Regional Director the initiation of Secretary investigations to determine whether a complaint should be brought under Title VIII.

Conducts compliance reviews of HUD recipients under Title VI, Section 109, Section 504 and Executive Order 11063. Issues Letters of Determination under Title VI and Section 504 and Executive Order 11063; negotiates and executes Voluntary Compliance Agreements with recipients to resolve findings of noncompliance, monitors VCAs and recommends actions for breach of agreement.

Represents the Regional 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 businesses and corporations in the center's area of responsibility, maintaining 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 the Department on fair housing and equal opportunity matters at various State and local conferences, symposia, workshops, meetings and other gatherings interested in equal opportunity.

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

Establishes program priorities for the Fair Housing and Equal Opportunity Center and any subdivisions within that Center.

Maintains quality controls to assure continued fiscal and programmatic consistency within the jurisdiction to ensure ongoing customer satisfaction.

Monitors and provides technical assistance to grant recipients under the Fair Housing Assistance Program, and the Fair Housing Initiatives Program within the Center's geographical area.

Outreaches to the community to develop fair housing groups in areas in the office jurisdiction where there is little or no fair housing presence.

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

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.

Monitors and provides technical assistance to local HUD-funded entities.

Implements methods to affirmatively further Fair Housing in conjunction with housing and community development officials, mortgage and real estate industry groups, fair housing organizations, civil rights groups, neighborhood associations, local and state governmental agencies, lending and insurance associations, and other interested organizations.

Represents the Fair Housing and Equal Opportunity Regional Director at meetings convened by the Assistant Secretary and/or Regional Director.

Attends staff meetings convened by the Field Office Directors.

Performs other duties as assigned by the Regional Director.

#### 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:

Mastery knowledge of the basic laws, rules, regulations and statutes prohibiting discrimination in housing, employment and business opportunities as related to the requirements of FHEO.

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 jurisdiction's fair housing and equal opportunity programs.

The Fair Housing and Equal Opportunity Center Director must possess 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 Regional Director and is subject only to administrative controls. The incumbent is responsible for independently planning, designing and carrying out assignments for the program. The work is considered technically authoritative and is 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 Fair Housing and Equal Opportunity Center Director must continuously provide advisory counseling services to the Regional Director on all phases of the Center's programs. These phases vary and intricate knowledge is required to identify what actions to take and to overcome the difficulties involved in accomplishing the goals.

The Director interrelates with multiple layers of management, many programmatic areas and a wide variety of difficult fair housing problems that have been particularly resistant to past efforts in solving.

Decisions must often be made without precedent or established policy because of socioeconomic conditions such as housing and population trends, employment patterns, housing discrimination and political issues.

#### Factor 5. Scope and Effect

The purpose of the work is to administer a comprehensive fair housing system that includes enforcement, investigation, conciliation and monitoring of a broad range of FHEO issues.

The work results in the 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 conclusion.

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, Members of Congress, State legislators, county and city officials, department heads, heads of housing authorities, heads of housing industry associations (e.g., real estate, construction, banking), union leaders, legal representatives, community and civil rights leaders, academic leaders, Regional Directors/Field Office Directors, and a variety of managers 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 can 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 on the approval or disapproval of assistance for HUD funded organizations, to advise

and counsel the Regional Director 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.