

POSITION DESCRIPTION
COVER SHEET

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"/>
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RECOMMENDED

4. TITLE Supervisory Equal Opportunity Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 360	7. GRADE (2) 14
8. WORKING TITLE (Optional) Intake Branch Director	9. INCUMBENT (Optional)		

OFFICIAL

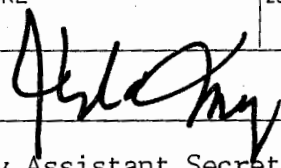
10. TITLE Supervisory Equal Opportunity Specialist						
11. PP (2) GS	12. SERIES (4) 0360	13. FUNC.(2)	14. GRADE(2) 14	15. DATE (mm/dd/yyyy)	16. I/A <input type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) Lewis C. Anderson

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st Department of Housing and Urban Development	5th Intake Branch
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th
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.

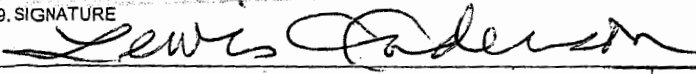
19. SUPERVISOR'S SIGNATURE 	20. DATE (mm/dd/yyyy) 2/6/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE Carolyn Peoples	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Floyd O. May	24. SECOND LEVEL SUPERVISOR'S NAME	24a. SECOND LEVEL SUPERVISOR'S TITLE Assistant Secretary for FHEO	
21a. SUPERVISOR'S TITLE General Deputy Assistant Secretary, 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 	30. DATE (mm/dd/yyyy) 08/20/04
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31. NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist
32. REMARKS See attached Eval Ref Used: Eq Opp Comp, GS-360, TS-49 Nov 80; and GSSG, Ap&Jun 98	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)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)									
(5)	(5)	(5)	(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)					
1st	2nd	3rd	4th	5th	6th	7th	8th	0 = Position Action No Vacancy A = No Change	B = Lower Grade C = Higher Grade	D = Different title and/or Series E = New Position/New FTE			
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 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 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.		9 = Other		
1 = Desk Audit	2 = Sup. Audit	3 = Paper Rev.	4 = PME/Activity Rev.	5 = Desk Audit	6 = Sup. Audit	7 = Paper Rev.	8 = Panel Rev.	1 = No Action Req.	2 = Minor PD Change	3 = New PD Req.	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
INTAKE BRANCH 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, Intake Division. The Regional Office is responsible 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. The Regional Office is also responsible for administering fair housing enforcement 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.

The incumbent serves as Intake ~~Division~~ ^{BRANCH} Director and is responsible for assuring that complaints and inquiries are properly evaluated, jurisdiction is determined, and the initial portions of the complaint investigation process, including concurrent investigations, under the laws enforced by the Office of Fair Housing and Equal Opportunity are properly administered. As required by the Regional Director, the incumbent may be responsible for the educational and outreach responsibilities within the ~~Division~~ ^{BRANCH}.

DUTIES AND RESPONSIBILITIES:

The staff of the Intake ~~Division~~ ^{BRANCH} range from 5 to 8 employees comprised of Equal Opportunity Specialist, GS-5 to GS-13 and Equal Opportunity Assistants, GS-5/6/7.

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, set and adjust short-term priorities and prepare schedules for completion of work.

Assigns work to subordinates based on priorities of the ~~Division~~ ^{BRANCH} and ensures work is efficiently and effectively carried out.

Finds ways to improve production or increase the quality of work directed.

Implements ways to eliminate or significantly reduce bottlenecks and barriers to production, promote teambuilding or improve business practices.

Provides technical requirements and descriptions of work to be accomplished and establishes standards for acceptable work.

Develops performance standards that are aligned with Departmental and organizational goals, missions and objectives.

Evaluates work performance of subordinates, develops budget and administers and manages funds.

Identifies developmental and training needs of employees and provides or arranges for adequate development and training.

Responsible for counseling, disciplinary actions, awards, merit staffing and delegating responsibilities and other actions.

Hears and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher-level supervisor or manager.

Establishes goals, objectives and activities for the ~~Division~~ ^{BRANCH}.

Sets priorities for the ~~Division~~ ^{BRANCH} and determines goals and objectives that need additional emphasis.

BRANCH

Interviews candidates for positions in the ~~Division~~, recommends appointments, promotions, rotations or reassignments to such positions.

Makes recommendations for the best approach or solution for resolving budget and staffing shortages and plans for long-range staffing needs.

Directs the development of data to be used by the Regional Director; the provision of expertise and insights; securing of legal opinions; preparation of position papers or legislative and regulatory proposals; and the execution of activities which support the development of goals and objectives related to high levels of program management and operations.

Serves as the principal advisor to the Regional Director with respect to the intake and assessment of complaints filed under the laws within the jurisdiction of the Fair Housing Hub. Also serves as principal advisor to the FHEO Center Director on inquiries and/or complaints that need to be processed.

Carries out responsibilities under 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; and Equal Housing Opportunity pursuant to relevant Executive Orders.

Supervises the intake, assessment, assignment, tracking and conciliation/resolution of complaints received under the following statutes: 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 or other relevant laws.

BRANCH

Supervises daily operation of the Intake ~~Division~~, and is responsible for overall management of the Branch's case load, which includes: timely recognition and pursuit of situations that require prompt judicial action; directing all aspects of the intake and assess processes for inquiries, claims and complaints ensuring that jurisdictional complaints are assigned for investigation/conciliation;

providing assistance and direction to subordinate staff during their work which may include intake, assessment and/or investigation of complaints, preparation of investigation plans, investigative research, the timely collection of information and evidence, the timely and accurate analysis of information and evidence, timely preparation of final investigative reports, and all other duties related to the satisfactory completion of the investigative process.

Identifies and recommends to the Regional Director the initiation of Secretary initiated cases.

Serves as the primary point of interaction for the receipt of complaints for dual processing with state and local FHAP agencies in the jurisdiction of the Regional Office and provides technical assistance and training to correct problems, as necessary.

Represents the Regional Director on fair housing and equal opportunity matters that fall under the Division Director's responsibilities, 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.

Promotes the continued development of existing private fair housing groups through outreach training and technical assistance which will result in the receipt of fair housing complaints.

Supervises the data entry and automated systems (TEAPOTS) for complaints through closure in the Intake Division.

Supervises the processing of discrimination complaints 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.

Conducts program performance evaluations of the activities of the ~~Division~~^{BRANCH}, and maintains quality controls to assure continued fiscal and programmatic responsibility.

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

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.

BRANCH

The Intake ~~Division~~ 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 Supervisory EOS must continuously provide advisory counseling services to the Regional Director on all phases of the office'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.