

REASON FOR THIS POSITION

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"/>
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POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE Supervisory Equal Opportunity Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 0360	7. GRADE (2) 15
8. WORKING TITLE (Optional)	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 Boston, New York, Philadelphia, Atlanta, Chicago
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Fort Worth, Kansas City, Denver, San Francisco
3rd General Deputy Assistant Secretary	7th Seattle
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)											
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			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	5 = Series Change	6 = Pos. Upgrade	7 = Pos. Downgrade	8 = New Pos.
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
REGIONAL DIRECTOR
Supervisory, Equal Opportunity Specialist GS-360-15

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 ten Regional Directors' and is a principal advisor to the General Deputy Assistant Secretary for Fair Housing and Equal Opportunity 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. 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. The incumbent also manages the educational and outreach responsibilities within the Regional office jurisdiction.

Duties and Responsibilities:

The staff of the ten (10) Fair Housing and Equal Opportunity Regional Office ranges from 37 employees to 97 employees. The offices within the Regional Office are the Immediate Office of the Regional Director, Intake/Assessment Division, FHEO Center, Enforcement Division, Program Operations Division and the FHEO Field Office (s). The staff is comprised of Supervisory Equal Opportunity Specialists, GS-13/14/15; Equal Opportunity Specialists GS-5 to GS-15; Equal Opportunity Assistants GS-5/6/7; Program Analyst GS-12/13/14 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 Regional 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 for a multi-state area Region.

Serves as principal advisor to the General Deputy Assistant Secretary on FHEO matters; advises him/her on aspects of FHEO programs and activities affecting the Director's area of responsibility.

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

Directs and implements discrimination complaint process which involves the assessment, assignment, investigation and conciliation of individual, class and systemic cases and the research studies and hearing requirements of Section 808(e) of Title VIII.

Implements discrimination complaint process which 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.

Manages the Educational 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 root organizations, maintaining data on marketing education and outreach activities, and coordinating Region wide Fair Housing month activities.

Participates in concert with jurisdictional Regional Counsel's office, in legislative and litigation activities involving FHEO issues and cases, as well as case preparation for further referral as needed to Headquarters or Department of Justice for enforcement.

Coordinates the complaint processing activities of state and local FHAP agencies in the jurisdiction of the Regional Office.

Establishes and maintains a liaison with counterparts in other federal agencies, including joint investigations.

Gives testimony in trials or hearings in Title VIII cases before an Administrative Law Judge or in a Federal District court.

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

Serves as the point of appeals for all Civil Rights Related Program Requirements and compliance determinations made by the FHEO Center Directors.

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 Assistant Secretary 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 Office'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, develops community partnership plans, and participates with community representatives in the development of new program initiatives.

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.

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 Headquarters Office of Fair Housing and Equal Opportunity to make adjustments in establishing goals based on resource availability,

competing objectives, etc. When necessary, establishes program priorities for the FHEO Centers.

Conducts program performance evaluations, and maintains quality controls to assure continued fiscal and programmatic consistency within the jurisdiction to ensure ongoing customer satisfaction.

Develops and reviews FHEO goals and objectives to ensure consistency with Departmental goals, and serves as the expert with respect to FHEO functions.

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

Provides training, conducts performance assessments that result in advice to the Assistant Secretary concerning continued funding for the entity and gives technical assistance under Fair Housing Assistance Program.

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 to assure affirmative compliance with the requirements of the laws, regulations and executive orders, related to their federal assistance.

Develops, establishes, and 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.

Develops, establishes and implements an administrative operating mechanism for the full delivery of services, budgets, personnel, travel, training, program accountability, business process redesign, and related administrative matters under the jurisdiction including managing staff functions carried out through subordinate FHEO Center Directors.

Reviews HUD contracts in the local HUD Office to assure inclusion of equal opportunity related contract language required in every contract entered into by the Department.

Attends staff meetings convened by the Regional Director as required.

Performs other duties as assigned by the General Deputy Assistant Secretary for Fair Housing and Equal Opportunity.

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 Regional Director is recognized as the authority 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 activities.

The Regional Director must possess 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 Regional 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 General Deputy Assistant Secretary for Fair Housing and Equal Opportunity and is subject only to administrative controls. The incumbent is responsible for independently planning, designing and carrying out assignments, with full authority for the program. 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 which 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 Regional Director must continuously provide advisory counseling services to top management such as the Assistant Secretary for Fair Housing and Equal Opportunity and the General Deputy Assistant Secretary on all phases of FHEO 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.

Top management includes the Regional Director and the Field Office Director in the jurisdiction. 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.

The Regional Director has the authority for committing the Fair Housing and Equal Opportunity Center resources throughout the jurisdiction, including subordinate staff which may be directly supervised by others.

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 and manage a comprehensive FHEO program which includes an enforcement system, investigation function, a program operations and compliance system, and providing consulting services to the Assistant Secretary 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 the resolution of individual discrimination cases and complaints of violations of equal opportunity laws. The work also results in assistance to consumers in addressing individual discrimination cases on the factual information to be used in responding to and resolving discriminatory situations.

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.

The work results in substantially improved opportunity for employment, housing, business opportunity, community development, and other services and benefits for classes of persons who otherwise would have less than equal opportunity.

Factor 6. Personal Contacts

The contacts include complainants, legal representatives, Governors, Mayors, 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, as well as the Assistant Secretary and General Deputy Assistant Secretary for Fair Housing and Equal Opportunity, the Regional Director, Field Office Director 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 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 the Assistant Secretary on the approval or disapproval of assistance for HUD funded organizations; to advise and counsel the Assistant Secretary 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.