

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
01-71548-4

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input type="checkbox"/> Dept'l <input checked="" type="checkbox"/> Field		4. Employing Office Location Boston, MA		5. Duty Station Boston, MA		6. CSC Certification No. TLC O250	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify)	
11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				12. Sensitivity <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		13. Competitive Level Code 6130		14. Agency Use S/I:8 BUS: 0010	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment	Attorney-Advisor (General)	GS	905	11	JM	1-25-88
c. Bureau						
d. Field Office	Attorney-Advisor (General)	GS	905	11		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)  
Attorney-Advisor (General)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment  
U. S. Dept of Housing & Urban Development

a. First Subdivision  
Region I

b. Second Subdivision  
Office of Counsel

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this 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

a. Typed Name and Title of Immediate Supervisor  
Marvin H. Lerman, Regional Counsel

Signature: Marvin H. Lerman Date: 1-21-88

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action  
Tess Miragias, Personnel Staffing/Classification Specialist

Signature: Tess Miragias Date: 1-25-88

22. Standards Used in Classifying/Grading Position  
GS-905

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (see attached)

ATTORNEY-ADVISOR (GENERAL)  
GS-905-11

BACKGROUND

This position is in the Office of Counsel. The Regional Counsel is the principal legal advisor to the Regional Administrator on legal matters with respect to all Department programs and activities within the Region. The Office of Counsel furnishes legal services, counsel, assistance, and recommendations with respect to legislation, litigation, and program activities for Departmental programs within the Region and other activities assigned to the Regional Office. In addition, the Office of Counsel provides professional supervision to Field Office counsel.

Duties and Responsibilities

Incumbent resolves problems (of average degree of difficulty) originating from the operations and activities of the Field Offices and from program matters originating in the Regional Office. In addition, furnishes legal advice and assistance on program matters to the Regional Administrator and Regional Office Directors. Reviews, analyzes and renders opinions on legal aspects of program matters within his/her assignment; provides legal advice and consultation to program and administrative staff members to assist them in making decisions and in recommending policy or procedural changes.

Must have a basic understanding of the various programs administered in the Regional or Field offices and their interrelationships to other programs as well as the statutory requirements of the States within the region. The specific work assignments include the following:

1. Serves as Regional Counsel liaison in providing advice on matters concerning the Freedom of Information and Privacy Acts. He/she provides advice to Field Counsel and Region I employees concerning the application of these statutes and related regulations.
2. Maintains a close, continuing working relationship with the Regional Counsel, Associate Regional Counsels, Regional Office Directors, Central Office personnel, and Field office personnel and other Departmental personnel, and performs all special assignments and studies in any given area, as directed by the Regional Counsel.

3. Reviews proposed HUD regulations, handbooks, and other issuances and recommends changes and modifications needed to comply with legal requirements, address Regional Office concerns or clarify the proposed issuance.
4. Supervises the work of a support staff member in carrying out all aspects of referrals of Title I claims to the Department of Justice for litigation.
5. Reviews drafts of non-complex Title VI Final Investigative Reports prepared by the Regional Office of Fair Housing and Equal Opportunity (FHEO) for compliance with legal requirements. In addition, prepares legal reviews and analyses on other non-complex matters emanating from FHEO.
6. Handles litigation involving Regional Office and Field office programs and activities of personnel in their official capacities. He/she must assist and work closely with attorneys for HUD grant recipients involved in litigation and with the appropriate United States Attorney when the Department is involved in litigation. In this capacity, incumbent prepares litigation reports, drafts motions, pleadings and legal memoranda, and assists in discovery.
7. The incumbent reviews, analyzes and renders opinions on the legal aspect of program matters within assigned areas and provides legal advice and consultation to program and administrative staff members to assist them in making decisions and in recommending policy or procedural changes.
8. In consultation with the Regional Counsel, attends meetings with Regional Office staff and representatives of applicants and of local, state and other federal agencies, together with their legal and technical advisors, to provide immediate counsel on the legal aspects of matters discussed or developed therein.

#### Supervision Received

Works under the general supervision of the Regional Counsel who outlines scope of assignments and provides guidance and advice on the precedent setting or extremely difficult problems encountered. Incumbent is expected to independently plan and organize his/her work with minimum guidance and control. Relies on established national policies, standards and procedures in accomplishing his assignments.

#### Other Significant Facts

This position requires mature professional judgment and a high degree of initiative and ability to effectively communicate with others in an advisory capacity.

Requires graduation from an accredited law school.