

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**

AS 2816

RECOMMENDED

10. TITLE Equal Opportunity Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 0360	7. GRADE (2) 13
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional) Collier, Wilson		

OFFICIAL

10. TITLE Equal Opportunity Specialist						
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 Housing and Urban Development	5th Office of Enforcement
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th Fair Housing Assistance Program Division
3rd General Deputy Assistant Secretary	7th
4th Deputy Assistant Secretary for Enforcement and Programs	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)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Myron P. Gant</i>	23. DATE (mm/dd/yyyy) 12-31-03
21. SUPERVISOR'S NAME	24. SECOND LEVEL SUPERVISOR'S NAME Jon L. Gant		
21a. SUPERVISOR'S TITLE Director, Fair Housing Assistance Program Division	24a. SECOND LEVEL SUPERVISOR'S TITLE Deputy Assistant Secretary for Enforcement and Programs		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	Level 1-8	1550	6. Personal Contacts	Level 6-3	60
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts	Level 7-3	120
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-1	5
4. Complexity	Level 4-4	225	9. Work Environment	Level 9-1	5
5. Scope and Effect	Level 5-5	325	TOTAL POINTS		3190
GS-13 point-to-grade conversion range is 3155-3600			FPL= GS-13	GRADE	GS-13

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>Lewis C. Anderson</i>	30. DATE (mm/dd/yyyy) 07/13/04
31. NAME Lewis C. Anderson	31a. TITLE Supervisory Human Resources Specialist
REMARKS Ref Used: Equal Opportunity Compliance Series, GS-0360, TS-49 Nov 80	33. OPM CERTIFICATION NUMBER

**Fair Housing Assistance Program Division
Equal Opportunity Specialist
GS-360-13**

INTRODUCTION

The incumbent is located in the Office of Deputy Assistant Secretary for Enforcement and Programs, Office of Enforcement, Fair Housing Assistance Program Division. This Division is responsible for oversight and management of FHEOs non-competitive funding program. The Division is responsible for assisting Federal, State and local public and private agencies in developing and executing fair housing enforcement programs. Further the Division reviews State and local fair housing laws and certifies laws to determine that they are substantially equivalent to the Federal Fair Housing Act. The Division is also responsible for providing funding to those substantially equivalent agencies to conduct case processing, training, education and outreach, partnership activities, and providing and improving agency data and information systems, and capacity-building activities.

The incumbent is responsible for assisting in the Administration of the Fair Housing Assistance Program (FHAP).

DUTIES

Participates in the development of procedures for conducting conferences authorized by the Substantial Equivalency regulation, to provide State and local agencies an opportunity to present information concerning the granting or withdrawal of recognition.

Provides support in the development of Memoranda of Understanding relating to certification of substantial equivalency status.

Participates in the review and evaluation of administrative programs of State and local agencies administering fair housing laws and their performance in the enforcement activities under such laws to assist in determining whether or not State and local fair housing agencies should be granted substantial equivalency.

Assists in drafting Federal Register notices of proposals to grant, deny, or withdraw substantial equivalency status to State and local agencies for the Division Director. Provides assistance in the review of comments from private and public agencies and individuals supporting or opposing the granting of substantial equivalency to State or local agencies.

Assists in the development of cooperative agreements relating to approved components of agency proposals under the Fair Housing Assistance Program.

Assists in developing schedules and arranging housing national conferences and training related to the FHAP programs to ensure compliance with policies and procedures.

Assists in the development of training modules and materials, and participates as an instructor in training activities for FHAP and Title VIII programs.

Assists in the preparation of portions of testimony for OMB and Congressional hearings regarding budget proposals related to the work of the Division.

Assist the Division Director in preparing policy briefings and presentations to representatives of the housing industry, civil rights groups, State and local officials and other high-level officials.

Assists the Division Director in writing substantive, interpretive and procedural regulations and formal guidelines for affirmative administrative of the Fair Housing Amendments Act of 1998, as affecting Federal, State, and local fair housing programs.

Factor 1. Knowledge Required

Mastery of fair housing principles, laws, and regulations, a broad and detailed knowledge of agency programs, a thorough knowledge of the communities being served, and skill in applying these knowledge and provides financial assistance program requirements to carry out most duties related to solicitation of proposals and funding of projects under Federal financial assistance programs.

Broad and in-depth knowledge of housing and community development programs administered by the agency and their effects on the economic and political life of the community.

Expert knowledge of analytical and evaluative methods plus a thorough understanding of how enforcement programs are administered to select and apply appropriate program evaluation and measurement techniques in determining the extent of compliance with rules and regulations issued by the agency, or in measuring and evaluating program accomplishments. This may include evaluating the content of new or modified legislation for projected impact upon the agency's programs or resources. The work requires ability to direct complex studies requiring application of advanced analytical and statistical methods and techniques.

Knowledge of the fair housing laws, regulations, guidelines, and procedural requirements and their relationship to State and local agencies having and/or seeking substantial equivalency status.

Ability to assist in the review of applications from State and local agencies for substantial equivalency status and make a determination whether to grant or deny status

Highly developed skill in fact finding, analysis, formulating, and presenting recommendations, negotiating resolutions of strongly contested issues, and in oral and written communications.

Factor 2. Supervisory Controls

The incumbent works under the general direction of the Division Director who makes assignments in broadly stated terms. The incumbent exercises independent judgment in planning, designing, and selecting appropriate techniques to execute the program. Consults with supervisor on major unexpected problems or on matters of major economic, social, or political impact in the serviced area.

Completed work is reviewed on completion in terms of fulfillment of program objectives within target dates and in terms of feasibility of recommendations. Day to day work is generally not reviewed.

Factor 3. Guidelines

Guidelines include a broad range of basic laws covering housing, community development, fair housing, and equal employment. Implementing guidelines include agency regulations, and policy statements. Guidelines are general and often require interpretation to fit specific circumstances.

Factor 4. Complexity

Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting the administration of the FHAP Program. The program covers the equal opportunity effects of all agency housing program. The geographical area serviced has a diverse racial and ethnic group, a varied economy, and is governed by the State and local government and special district jurisdictions.

Decisions regarding what needs to be done must include factors such as changes in agency housing program emphasis, the complexity of area housing patterns, and a variety of factors that must be considered in evaluating grant programs.

The incumbent must possess a broad knowledge of current policies and procedures and conducts/her assignments with in-depth analysis of housing enforcement efforts and uses problem solving skills.

Factor 5. Scope and Effect

The purpose of the work is to contribute to a comprehensive national effort to eliminate discrimination in housing by heightening public awareness of the fair housing laws.

Work results in the implementation of improved fair housing enforcement programs by Federal, State, and local agencies and private organizations.

Factor 6. Personal Contacts

Personal contacts are mayors, State and local officials, heads of industry associations (e.g., real estate, building construction, and banking), community and civil rights leaders, key members of other Federal agencies, and with top-level officials within Headquarters and regional offices of the Department. These contacts are non routine, but deal with politically and economically sensitive issues and large amounts of money.

Factor 7. Purpose of Contacts

The purpose of contacts is to identify major fair housing problem areas, provide information on Federal programs in support of fair housing enforcement activities, advise on policies, practices, laws, and proposals affecting fair housing, and negotiate and implement Federally funded programs that enforce fair housing laws. At time, persons contacted may have strongly held views that agency actions are inconsistent with their vital economic interests, and they may strongly oppose proposed actions.

Factor 8. Physical Demands

Work frequently requires participation in meetings for long periods of time. Occasional travel is also required.

Factor 9. Work Environment

Work is generally performed in an office well heated and ventilated, safe and comfortable.