

**COMMUNITY PLANNING AND DEVELOPMENT REPRESENTATIVE/  
REHABILITATION SPECIALIST  
GS-301-11**

The position is in the Community Planning and Development Division, and is under the supervision of the Program Manager. The CPD Representative/Rehabilitation Specialist (CPD Rep/RS) serves as a liaison between the Department and units of local government, private organizations and businesses, and individual citizens in providing housing and community and economic development activities in a coordinated and supported manner. Also, the CPD Rep/RS serves as a staff specialist on all real property rehabilitation and housing activities as they pertain to Community Planning and Development programs.

The CPD programs include the Entitlement Community Development Block Grant Program, the Section 108 Loan Guarantee Program, the Secretary's Special Projects Program, the Emergency Shelter Grant Program, the Supportive Housing Programs for the Homeless, the S. B. McKinney homeless programs and the HOME Program.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**I. CPD REPRESENTATIVE (51%):**

- A. Provides information, advice, and assistance regarding the extent and availability of CPD and related programs, the obligations and requirements to be met, and the potential benefits for program participation.
- B. Reviews and evaluates program descriptions and applications for program participation (and as amended) to determine completeness of the submission program eligibility, compliance with program objectives, compliance with citizen participation requirements, and compliance with release of program funds requirements.
- C. Provides, either orally or in writing through formal or informal presentations and discussions, ongoing technical assistance to program participants to include providing advice for the resolution of identified problems and program deficiencies, explaining Departmental initiatives, identifying unmet needs and strategies to address them, identifying other resources to complement the approved program, explaining related program requirements, interpreting program guidelines and regulations, and providing guidance on overall management and execution of the program.

- D. Monitors the program during implementation for compliance with program requirements to include reviewing and analyzing reports, correspondence, compliance reviews by program specialists, audits, and other information in-house verifying the information on-site, coordinating the monitoring with other monitors, recommending corrective action for identified deficiencies, and following-up to assure that the corrections are made.
- E. Evaluates performance and continuing capacity of program participants to include reviewing all available information on the implementation of the program, coordinating the review with all other reviewers, and recommending whether or not to permit the program participants to continue in the program.

II. REHABILITATION SPECIALIST (49%):

- A. Conducts limited and in-depth in-house or on-site reviews and monitoring of local housing programs, in whole or insolated situations, based on a risk analysis or in response to identified problems or issues; presents observations and recommends corrective actions for identified deficiencies; and follows-up to assure that the corrections are made and programs are being implemented properly.
- B. Provides in-depth housing rehabilitation technical assistance to HUD staff and program participants, either orally or in writing through formal or informal discussions, with special emphasis on program design, implementation policies and procedures, financial resources using public/private partnerships, productivity, construction management, loan servicing and property management.
- C. Maintains general oversight of active local housing rehabilitation programs in conjunction with program representatives through review and analysis of reports and personal contact to stay current with overall progress, productivity, obligation and expenditure of funds, special accomplishments, program design and implementation, and timely completion and closeout of program activities.
- D. Serves as coordinator and in-house specialist for review, processing, and implementation of the HOME program activities.
- E. Serves as coordinator and in-house specialist for review of Comprehensive Housing Affordability Strategies.

#### OTHER DUTIES AND RESPONSIBILITIES

- o Reviews applications and other submissions for completeness and acceptability.
- o Prepares routine correspondence.
- o Assists in the assembly of approval documents for signature and distribution; also assists in the initiation of Congressional notifications of applications and distribution of approved documents.
- o Assists in the data input of the Minority Business Report system.
- o Establishes and maintains special files/program records so that information is available for processing control and preparation of reports.

#### SUPERVISION AND GUIDANCE RECEIVED:

The CPD Rep/RS is under the general supervision of the Program Manager. Assignments are made in broad general terms on a community-by-community or a specific program area or case basis. The Program Manager discusses objectives and points out areas of special interest or that may generate controversy. The CPD Rep/RS plans and completes assignments with some assistance from the Program Manager. As necessary, and with the assistance of the Program Manager, interprets and adapts guides that are not directly applicable to the situation encountered in order to complete the assignment. Particularly sensitive or controversial situations are discussed with the Program Manager prior to action.

FACTORS FOR GS-301-11  
CPD REP/REHAB SPECIALIST

FACTOR 1 - KNOWLEDGE AND SKILLS REQUIRED

- o The incumbent must possess an understanding of the complex subject matter applicable to community development programs. Knowledge of other Federal, state and local programs is also preferred.
- o Must possess an understanding of the policies and concepts of the CD block grants, which require monitoring.
- o Knowledge and skills to facilitate the development of public/private partnerships.
- o Must have strong analytical skills and the ability to assess the complex cases or problems and make sound decisions based on the analysis.
- o Knowledge and skills to direct all planning, coordination and conduct of workshops, conferences and seminars is preferred.
- o Must possess excellent writing skills and oral communication skills to be used for negotiation, mediation, program development and facilitation.
- o Knowledge and skills to plan and conduct evaluations of complex and innovative programs.
- o Knowledge and skills in working with units of local governments, non-profit corporations and housing authorities.

FACTOR 2 - SUPERVISORY CONTROLS

- o The incumbent is expected to perform independently. In cases of a controversial nature, seek Director's concurrence on matters involving policy. On programmatic questions the incumbent should check with the Program Manager.

FACTOR 3 - GUIDELINES

- o Holds communities accountable for achieving outcomes essential to program mission and desired performance results. Includes Program Manager in cases that require judgment on performance oversight.
- o Incumbent must interpret guidelines and statutes that exist in fulfilling program objectives.

**FACTOR 4 - COMPLEXITY**

- o Coordination within the department and with outside entities is essential for fulfillment of assignments.

**FACTOR 5 - SCOPE AND EFFECT**

- o Must possess the experience necessary to effectively work with units of local Governments.
- o The incumbent must have the ability to identify the characteristics of each grantee and relate these to Federal programs dealing with Community Development.

**FACTOR 6 - PERSONAL CONTACTS**

- o The incumbent is required to deal on a day-to-day basis with his/her subordinate staff and local officials and administrators, and Department heads of all levels, as well as comparable levels on an intra/inter-departmental basis.
- o Meets with local officials and non-profit groups to provide technical assistance in the development/rehabilitation of housing, economic ventures and cooperative community development projects.
- o In person-to-person contact with several local officials, subordinate staff, as well as other departmental staff.

**FACTOR 7 - PURPOSE OF CONTACTS**

- o To serve a variety of purposes, including providing general program direction and advice, exchanging and receiving information, providing technical assistance solving controversial matters, serving as the liaison for a variety of inter-program activities, etc.
- o To convey departmental policy relative to community development, housing, and economic development efforts.

**FACTOR 8 - PHYSICAL REQUIREMENTS**

- o There are no special physical demands with the exception that time will be spent on travel.

**FACTOR 9 - WORK ENVIRONMENT**

- o The normal work environment consists of providing for normal professional work environment. There will be some work performed in community meeting places.