

REASON FOR THIS POSITION

1. NEW 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER 3. REPLACES PD NUMBER

POSITION DESCRIPTION COVER SHEET D4883

COMMENDED

Program Assistant

5. PAY PLAN GS	6. SERIES 0303	7. GRADE 7
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8. LE (Optional) _____ 9. INCUMBENT (Optional) _____

Current Position: Program Assistant

Official Title: CPD Program Assistant

12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER
GS	0303	07	MONTH 12	DAY 14	YEAR 94	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Albert Higgins, Jr.

ORGANIZATIONAL STRUCTURE (Agency/Bureau)

Department of Housing and Urban Development	5th
Office of the Assistant Secretary for Community Planning and Development	6th
Community Planning and Development Division	7th
HUD Field Office	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 perform 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.

SUPERVISOR'S SIGNATURE <i>F. Smith</i>	20. DATE 12/7/94	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Mark D Fabiani</i>	23. DATE 12-8-94
21. SUPERVISOR'S NAME AND TITLE F. Smith, Director Office of Executive Services		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Mark D. Fabiani, Deputy Assistant Secretary for Operations	

SUPERVISOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
Knowledge Required			6. Personal Contacts			
Supervisory Controls			7. Purpose of Contacts			
Guidelines			8. Physical Demands			
Complexity			9. Work Environment			
Scope and Effect			27. TOTAL POINTS ▶		27.	
					28. GRADE ▶	28.

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies, consistently with the most applicable published standards.

30. DATE 12/14/94	31. CLASSIFIER Albert Higgins, Jr., Personnel Management Specialist
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32. OPM CERTIFICATION NUMBER _____

Assistant Secretary for Community Planning and Development
Community Planning and Development Division
HUD Field Office
Program Assistant, GS-303-07

I. INTRODUCTION

This position is located in the Community Planning and Development Division, HUD Field Office. CPD Programs include: Community Development Block Grant (CDBG) Entitlement and State Programs, HOME, Section 108 Loan Guarantee Programs, Economic Development Initiative (EDI), Homeless Assistance Programs including Emergency Shelter Grants (ESG), Housing Opportunities for Persons With AIDS (HOPWA), and Supportive housing Programs; HOPE II, the Neighborhood Development Program, Empowerment Zone and Enterprise Community Program, and Technical Assistance Programs. The Division is responsible for assuring such programs are effectively coordinated through the Consolidated Plan process and further CPD's Continuum of Care and CDBG = JOBS policy objectives.

The Program Assistant is located in the Community Planning and Development Division. The purpose of the position is to assist CPD Representatives and technicians by providing administrative and technical support related to the programs of the Office of Community Planning and Development. The nature of this support includes review of program documents for completeness and acceptability, processing requests for additional information, summarizing program and technical review comments and processing results and correspondence control.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs initial review of applications and submissions to determine completeness and conformity with submission deadlines and requirements.

Uses CPD data bases to monitor and prepare status reports on all submissions and applications, program performance, and special reports related to the achievement of specific CPD program goals and objectives.

Monitors and tracks forms and requests for the Division Director to use to improve customer service and information dissemination to individuals interested in HUD programs or specific program applicants.

Attends meetings to discuss problems or conditions delaying internal processing or correspondence and develops alternative methods for addressing the problems noted.

Develops standardized responses to inquiries concerning the status of applications, projects and reports.

With Program Representatives, determines when additional reviews are necessary and routes applications or submissions to appropriate program or technical individuals for review. Establishes time deadlines for completion and return of comments or reviews to the division and assembles returned items in proper format for action by higher level staff.

Assist CPD Representatives in preparing presentations, briefings, reports and training materials.

From available material or material made available by the Division Director or senior level staff, prepares reports and statistical data in conformance with HUD Headquarters or Field Office requirements.

Gathers information from senior level staff to respond to Freedom of Information Act requests.

Answers inquiries by letter or telephone relating to submissions or applications.

III. SUPERVISORY RELATIONSHIPS

The incumbent is under the general supervision of the Division Director. The incumbent keeps the Division Director advised of the status and progress of assignments. Work is regularly reviewed by the Division Director. The incumbent is responsible for providing recommended courses of action to the supervisor.

IV. OTHER SIGNIFICANT ELEMENTS (Qualification Requirements)

- The incumbent is required to have a general knowledge of the mission and objectives of the programs of the Office of Community Planning and Development.
- Knowledge of computer software necessary to complete and retrieve reports and information stored in computerized records.
- Ability to keep accurate records on the status of all projects assigned.
- Ability to collect and assemble data and prepare reports.
- Skill in oral and written communication to effectively obtain and communicate basic information on CPD programs and mission.