

6705 2001
POSITION DESCRIPTION
COVER SHEET

REASON FOR THIS POSITION	H-11-04-DOTM-01-00384
1. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	2. REPLACES PD NUMBER

UNRECOMMENDED			
1. TITLE Relocation Specialist	6. PAY PLAN GS	6. SERIES 301	7. GRADE 13
8. INCORPORATED TITLES (Optional) <div style="text-align: right; font-family: cursive;">Forlenberg Phillip</div>			

OFFICIAL									
14. TITLE Relocation Specialist									
11. PP	12. SERIES	12. FUNC	14. GRADE	15. DATE			16. NA	17. CLASSIFIER	
GS	301		13	MONTH	DAY	YEAR	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Tonya L. Gregg	

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1a Assistant Secretary for Community Planning and Development	6a
2a Deputy Assistant for Grant Programs	6a
3a Office of Affordable Housing Programs	7a
4a Relocation and Real Estate Division	6a

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 statutes or their implementing regulations.			
18. SUPERVISOR'S SIGNATURE Signed by Carmelita Williams	20. DATE 11/09/2001	22. SECOND LEVEL SUPERVISOR'S SIGNATURE Signed by Carmelita Williams	23. DATE 11/09/2001
19. SUPERVISOR'S NAME AND TITLE Mary Kolesar, Director, OAHF		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Donna M. Abbenante, Acting General DAS for CPD	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/SMK	26. POINTS	FACTOR	25. FLD/SMK	26. POINTS
1. Knowledge Required	1-8	1550	6. Personal Contacts	3	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	C	180
3. Guidelines	3-4	450	8. Physical Demands	B-1	5
4. Complexity	4-5	325	9. Work Environment	B-1	5
5. Scope and Effect	5-5	325	27. TOTAL POINTS		3290

NOTE: This PD is written in a narrative format but classified based on the FES format.

	28. GRADE	GS-13
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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 directly, consistently with the most applicable published standards.	
29. SIGNATURE 	30. DATE 11/9/01
31. NAME AND TITLE TONYA L. GREGG, FMS	

refs: (1) USOPM, Misc Admin and Program Series, GS-0301, Jan 1979
 (2) USOPM, Admin Analysis Grade Evaluation Guide, Aug 1990

Position Description

Request Number: H-11-04-DOTM-01-00384

**Assistant Secretary for Community Planning and Development
Office of Affordable Housing Programs
Relocation and Real Estate Division
Relocation Specialist, GS-501-18**

I. Introduction:

This position is located in the Relocation and Real Estate Division, Office of Affordable Housing Programs, Community Planning and Development (CPD). The incumbent serves as a Relocation Specialist and is responsible for assisting in the development and implementation of Department-wide policies, standards, regulations, procedures and advisory materials implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act and other laws and regulations governing displacement and real property acquisition.

II. Major Duties and Responsibilities:

The incumbent in this position is given broad assignments, and exercises personal initiative in carrying out the following functions:

- A. Provides written and oral guidance and assistance where required concerning the interpretation of relocation, replacement of housing and real property acquisition policies, rules and regulatory provisions. This includes direct communication and correspondence with field staff, grantees, members of the general public, and public interest groups.
- B. Develops regulations, handbooks, notices or memoranda to promulgate operational policy and procedures, and ensures that they reflect a thorough understanding of current policy and statutory requirements.
- C. Reviews and evaluates the effectiveness of Field Office execution of Departmental policies and requirements governing relocation, the replacement of housing, and real property acquisition for the purpose of ensuring compliance with laws, regulations and other established policies and requirements.
- D. Reviews and evaluates the performance of HUD grantees in carrying

out relocation and real property acquisition policies and requirements. This includes the examination of files, interviews with State and local officials and with property owners and displaced persons, and the inspection of replacement housing.

- E. Develops, coordinates and conducts relocation, replacement of housing and real property acquisition training and technical assistance programs for HUD and local agency staff. Develops or reviews curriculum, content, materials, and training design for workshops, seminars and other training events. Assists and advises training and technical assistance providers.
- F. Prepares reports and information for the use of the Division and other HUD staff on general relocation and real estate problems and recommends solutions to problems encountered in specific cases and projects.
- G. Prepares replies to written inquiries from Congressmen, local officials, HUD field office staff, and other individuals, in connection with relocation, replacement of housing and real estate matters. Replies require resolution of technical problems and explanation and clarification of policy.
- H. Works with staff of both public and private agencies to coordinate efforts and initiate joint projects.
- I. Performs other tasks as requested by the Division Director.

III. Supervisory Relationships:

- A. Supervision Received: The incumbent performs duties under the general direction of the Director, Relocation and Real Estate Division, Office of Community Planning and Development. The incumbent receives assignments through program discussions, conferences or written directives. He/she is expected to outline the objectives of the assignment, resources needed, and plans to assure proper coordination with other organizations. The incumbent is expected to use his/her own initiative in proposing and developing projects. The incumbent's work is reviewed periodically for progress, quality and results achieved. He/she is expected to use professional judgment in carrying out assigned duties and responsibilities.
- B. Supervision Performed: None.

IV. Other Significant Elements

The incumbent is depended upon to use a broad range of professional skills to perform required duties and undertake policy initiatives using new techniques and methodologies. Expertise in relocation, replacement of housing and real property acquisitions policy, a working knowledge of HUD programs, and the ability to formulate and implement policy initiatives is required. Experience in and the ability to conceptualize and clearly communicate is necessary.