

FOR THIS POSITION

1. IDENTICAL ADDITION TO THE ESTABLISHED PO NUMBER

2. REPLACES PO NUMBER

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

10. TITLE: Opportunity Specialist

11. PAY PLAN: GS

12. SERIES: 360

13. GRADE: 14

14. TITLE (Optional)

15. INCUMBENT (OPTIONAL)

OFFICIAL

16. TITLE: Equal Opportunity Specialist (Lead)

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	360		14	2/1/00	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	WPH

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	Department of HUD	6th	Program Center
2nd	Assistant Secretary for Fair Housing and Equal Opportunity	6th	Local FHBO Site
3rd	General Deputy Assistant Secretary	7th	
4th	Hub	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	21. SECOND LEVEL SUPERVISOR'S SIGNATURE	22. DATE
		<i>[Signature]</i>	2/1/00
23. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	
		Eva M. Plaza, Assistant Secretary for Fair Housing and Equal Opportunity	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
GRADE					

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
<i>[Signature]</i>	2/1/00
31. NAME AND TITLE	

32. MARKS

33. OPM CERTIFICATION NUMBER

000451

**Fair Housing and Equal Opportunity
Local Fair Housing Site
Lead Equal Opportunity Specialist**

GS-360-14

This position is located in the LOCAL Fair Housing Site. The incumbent serves in a position which has a confidential reporting relationship to the supervisor. The incumbent has operational and lead responsibility and also serves as principal advisor to the Program Center Director in all matters relating to equal opportunity in housing and facilities, economic opportunity, civil rights, and nondiscrimination in the implementation of the programs of HUD in the geographic area of the Site. The incumbent is responsible for overseeing the fair housing enforcement, compliance and operations functions and responsibilities in connection with equal opportunity and civil rights, including those under Title VIII of the Civil Rights Act of 1968, as amended, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act, the Age Discrimination Act and relevant Executive Orders.

Duties and Responsibilities - General:

- Carries out responsibilities under Title VIII of the Civil Rights Act of 1968, as amended, Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, as amended; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act, the Age Discrimination Act; and Equal Housing Opportunity pursuant to relevant Executive Orders.
- Serves as principal advisor to the Program Center Director on FHEO matters within the geographic area of the Site; advising the Directors on aspects of FHEO programs and activities affecting the incumbent's area of responsibility. Coordinates the activities of other FHEO personnel within the Site and provides technical assistance.
- Coordinates with State/Area Coordinator and other program Directors in the implementation of FHEO programs and activities in the Site area.
- Represents the Department on fair housing and equal opportunity matters at various State and local conferences, symposia, workshops, meetings and other gatherings sponsored by Governors, Mayors, and various organizations and groups interested in equal opportunity.

- Provides direction to a local site staff consisting of Equal Opportunity Specialists and clerical support personnel. Incumbent is responsible for managing FHEO operations and investigations, in conjunction with the Program Center Director. Monitors the day-to-day responsiveness of the staff to the needs of the customers and HUD by recommending to the Program Center Director the performance ratings for the staff at the site.
- Serves as team leader and leads a team of lower level staff; distributes and balances workload; makes work assignments; directs and guides staff in various work assignments; assists in the review of work products; coordinates workflow and reviews completed work for quality control; and conducts staff meetings to discuss business and related problems relative to production, quality, or lack of.
- Attends the State/Area Coordinator's weekly staff meeting, as required.
- Performs other duties as assigned by the Fair Housing Center Director and HUB Director.

Duties and Responsibilities - Enforcement:

- Conducts investigation and conciliations of complaints received under the Department's civil rights jurisdictions and provides technical assistance to staff.
- Receives complaints of housing discrimination from citizens, for sufficiency, perfects complaint form for inclusion of required preliminary information, and forwards complaints to HUD.

Duties and Responsibilities - Compliance:

- Conducts compliance reviews of HUD recipients under Title VI, Section 504 and Executive Order 11063 and Section 109; Negotiates voluntary compliance agreements with HUD recipients to resolve findings of noncompliance, monitors VCAs and recommends actions for breach of agreement.
- Represents the Program Center Director on matters of fair housing and equal opportunity with other government agencies and outside groups, participating

in negotiations with State and local representatives of national housing constituent groups and major businesses and corporations in the Site's area of responsibility, maintaining continuing liaison with local elected officials, principal minority groups, civil rights organizations, and other organizations concerned with equal opportunity in housing, facilities, business and employment.

- Represents fair housing and equal opportunity on State and local Community Empowerment Teams to promote communication with the community and customers, assists in the resolution of local problems, develop community partnership plans, and participates with community representatives in the development of new program initiatives.
- Interfaces with executives of State and local affiliates of national housing industry groups, businesses and corporations on voluntary approaches to compliance with the Fair Housing Act.
- Negotiates with State and local sales and rental organizations for their endorsement of national agreements promoting voluntary compliance with Federal fair housing and guidelines. Provides technical assistance and guidance to signatories on full implementation of agreements.
- Serves as the expert with respect to FHEO functions which require clearance at the Program Center level.
- Promotes the continued development of existing private fair housing groups through outreach, training and technical assistance.
- Monitors and provides technical assistance to grant recipients under the Fair Housing Initiatives Program.

Duties and Responsibilities - Operations:

- Pursuant to Title VI of the Civil Rights Act of 1964, Section 504 and Section 109 performs program application and document reviews to ensure that equal opportunity and civil rights requirements are being met.
- Develops, establishes, and implements methods to affirmatively further Fair Housing by meeting with housing and community development officials, mortgage industry groups, fair housing organizations, civil rights

groups, neighborhood associations, local and state governmental agencies, lending and insurance associations, and other interested organizations.

- Outreaches to the community to develop fair housing groups in the Site's geographic area where there is little or no fair housing presence.
- Monitors and provides technical assistance to other organizational elements of the local HUD Office, to local HUD-funded agencies and to the private sector, to assure affirmative compliance with the requirements of the various civil rights laws, executive orders, etc. referenced above.
- Monitors and provides technical assistance to local HUD-funded entities to assure affirmative compliance with the requirements of the laws, executive orders, and the statement of work related to their federal assistance.
- Performs program application and document reviews to ensure that equal opportunity and civil rights requirements are being met.
- ~~Provides technical assistance and guidance to other organizational elements of the Office, to local HUD-funded agencies and to the private sector to assure affirmative compliance with the requirements of the various civil rights laws, executive orders, etc. referenced above.~~
- Identifies, defines, analyzes, and recommends solutions for equal opportunity problems within Housing, Public and Indian Housing and Community Planning and Development programs.
- Monitors community development programs, Section 8 existing, Section 8 New Construction, low rent public housing and individual builders to assure compliance with equal opportunity regulations.
- Keeps abreast of changes in all HUD program areas and works closely with all key personnel of the Area Office to cooperatively enlist their support of equal opportunity objectives.

Incumbent serves in a position of public trust.

Factor 1. Knowledge Required for the Position

A mastery of the concepts and principles of the field of equal opportunity is necessary to administer and manage a broad jurisdictional program to identify and recommend solutions for particularly broad and complex equal opportunity problems as well as the enforcement of the applicable civil rights statutes. Outstanding mastery of equal opportunity is typically demonstrated by the following:

- The Lead Equal Opportunity Specialist (EOS) is recognized as an expert on all aspects of FHEO related to HUD programs, communities being served in the jurisdiction, disadvantaged groups, and Federal, state and local government administrative processes by which civil rights laws are implemented; and is recognized as having skill in developing significant new, broad jurisdictional programs which will have a deep impact on disadvantaged groups in terms of better housing, living environment, employment and business opportunities.
- Broad and indepth knowledge of all housing, public housing and community development programs, particularly knowledge of the program requirements as related to FHEO. Based on this knowledge, recommends approval or disapproval of proposals for agency funded programs after technical evaluation of the proposal's compliance with fair housing and equal opportunity laws, regulations, and policies. Provides technical assistance to private developers, housing authorities, local governments and other recipients of, or applicants for, agency program funds to assist them in meeting the FHEO requirements of the program.
- Expert knowledge of laws, regulations and procedures governing civil rights.
- The Lead EOS must possess highly developed skill in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, in oral and written communication. Must possess skill in analyzing the causes and effects of discrimination, and in formulating corrective actions.

Factor 2. Supervisory Controls

The incumbent serves under the general supervision of the Program Center Director. The incumbent is responsible for independently carrying out assignments. Work products are considered technically authoritative and are normally accept

without change. Policy recommendations are reviewed in terms of overall Departmental goals, objectives and policies.

Factor 3. Guidelines

Guidelines include applicable laws, administrative and court-precedent decisions, and policy statements which are broadly stated. The incumbent performs independent research using his/her own methodology in reaching findings and in recommending programs and/or policy changes.

Independent judgment is needed to apply broad equal opportunity principles to very complex and unique socio-economic and political factors affecting the delivery of HUD programs.

Factor 4. Complexity

The Lead EOS must continuously provide advisory counseling services to management on all phases of FHEO programs. These phases vary and intricate knowledge is required to identify what actions to take and to overcome the difficulties involved in accomplishing the goals.

~~The organization is highly complex with multiple layers of management, many programmatic areas, and a wide variety of difficult FHEO problems that have been particularly resistant to past efforts in solving.~~

Decisions must often be made without precedent or established policy because of socioeconomic conditions such as housing and population trends, employment patterns, housing discrimination and political issues.

Factor 5. Scope and Effect

The purpose of the work is to oversee a comprehensive FHEO program which includes an enforcement system, investigation function, and providing consulting services to management for FHEO on a broad range of FHEO issues - including systemic problems which have been particularly resistant to past efforts at solution.

- The work results in resolution of individual discrimination cases. These results are based on the presentation of factual information to be used in arriving at a judicial conclusion.
- Work results in resolution of a wide variety of problems. These include individual or class action discrimination complaints, elimination of systemic barriers to equal opportunity, in housing and community

services, and elimination of widespread illegal practices in public or private areas that are supported with Department funds.

The work results in substantially improved opportunity for employment, housing, business opportunity, community development, and other services and benefits for classes of persons who otherwise would have less than equal opportunity.

Factor 6. Personal Contacts

The contacts include Governors, Members of Congress, State legislators, county and city officials, department heads, heads of housing authorities, heads of industry associations (e.g., real estate, construction, banking), union leaders, legal representatives, community and civil rights leaders, as well as a variety of management in HUD and other Federal agencies.

Factor 7. Purpose of Contacts

The purpose is to negotiate or conciliate resolutions to highly controversial or major issues, or to communicate, justify, or defend decisions on major controversial issues.

The incumbent regularly negotiates with officials and legal representatives of local jurisdictions and others concerning those aspects of agency funded programs and projects that have an impact on fair housing or equal opportunity. These negotiations typically involve issues that are important because of their significant economic impact and local political sensitivity. Many issues are strongly contested, but incumbent must maintain firmness, objectivity, maturity and a high degree of professionalism in bringing difficult issues to a reasonable and sound resolution. The purpose of contacts with Department program managers is to create awareness, to identify major FHEO problems and concerns and to seek workable solutions and to make recommendations to management on the approval or disapproval of assistance for HUD funded organizations; to advise and counsel FHEO management and others of potential major problems affecting Department policies and goals.

Contacts sometimes are hazardous because individuals or members of extremist groups (e.g., Ku Klux Klan, American Nazi Party, etc.) may be in attendance and often incite individuals or groups to violent actions directed at those who have the responsibility for enforcing civil rights laws.

Chas 14. KTM

Factor 8. Physical Demands

The physical and psychological demands of this position can create a great degree of mental stress and physical fatigue. Walking, standing, bending, driving and flying long distances are required of the incumbent. Negotiation and conciliation sessions are often protracted.

Factor 9. Work Environment

Work is generally performed in offices and conference rooms, and includes visits to field offices and Headquarters that involve everyday risks and discomforts and require normal safety precautions. There are numerous accounts of attacks on civil rights officials who were injured while on official business.