

POSITION DESCRIPTION COVER SHEET

1. TITLE OF THIS POSITION: Equal Opportunity Specialist (Program Center)
2. PAY PLAN: GS **3. SERIES:** 360 **4. GRADE:** 15
5. INCUMBENT (OPTIONAL):

6. DUTY STATEMENT: Supervisory, Equal Opportunity Specialist (Program Center)
7. CLASSIFIER: YES NO *WEB*

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

18. Department or BDD:	601:
Department of HUD	Program Center
19. Assistant Secretary for Fair Housing and Equal Opportunity:	602:
Assistant Secretary for Fair Housing and Equal Opportunity	
20. General Deputy Assistant Secretary:	701:
General Deputy Assistant Secretary	
400:	801:

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: *[Signature]* **20. DATE:** *[Date]*
22. SECOND LEVEL SUPERVISOR'S SIGNATURE: *[Signature]* **23. DATE:** *[Date]*
24. SECOND 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.

28. SIGNATURE: *[Signature]* **29. DATE:** 1/28/00
31. NAME AND TITLE:

32. OPM CERTIFICATION NUMBER:

OMA 456

FAIR HOUSING AND EQUAL OPPORTUNITY
Program Center DIRECTOR
Supervisory, Equal Opportunity Specialist
GS-360-15

As the Director of a Program Center, the incumbent serves as principal advisor to the Hub Director for an office of Fair Housing and Equal Opportunity jurisdiction 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. The incumbent is responsible for administering the Department's programs 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 in his/her geographical area.

Duties and Responsibilities:

- 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 Hub Director for FHEO matters; advising the Hub director on aspects of FHEO programs and activities affecting the Director's area of responsibility.
- Acts for the Hub Director in the event of the Hub Directors' absence.
- Coordinates with State/Area Coordinators and other program Directors in the implementation and management of FHEO programs and activities under his/her jurisdiction.
- Has responsibility for the processing and issuing determinations related to investigation of discrimination complaints, which involve the investigation and conciliation of individual, class and systemic cases and the research studies and hearing requirements of Section 808(e) of Title VIII.

- Administers a discrimination complaint process which involves the investigation and conciliation of individual cases as required under Title VI, Section 504, Section 109, the Americans with Disabilities Act, and the Age Discrimination Act.

- Identifies deficiencies in complaint processing of state and local FHAP agencies in the jurisdiction of the Center, determines for purposes of payment the acceptability of investigated complaints, and provides technical assistance and training to correct problems.

- Establishes and maintains a liaison with counterparts in other federal agencies.

- Identifies and recommends to the Hub Director the initiation of Secretary investigations to determine whether a complaint should be brought under Title VI.

- Conducts compliance reviews of HUD recipients under Title VI, Section 109, Section 504 and Executive Order 11063. Issues Letters of Determination under Title VI and Section 504 and Executive Order 11063; negotiates and executes Voluntary Compliance Agreements with recipients to resolve findings of noncompliance, monitors VCAs and recommends actions for breach of agreement.

~~Represents the Hub 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 businesses and corporations in the center's area of responsibility, maintaining 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 the Department on fair housing and equal opportunity matters at various State and local conferences, symposia, workshops, meetings and other gatherings interested in equal opportunity.

- 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.

- Establishes program priorities for the Program Center and any subdivisions within that Center.

Maintains quality controls to assure continued fiscal and programmatic consistency within the jurisdiction to ensure ongoing customer satisfaction.

Monitors and provides technical assistance to grant recipients under the Fair Housing Assistance Program and the Fair Housing Initiatives Program within the Center's geographical area.

- Outreaches to the community to develop fair housing groups in areas in the office jurisdiction where there is little or no fair housing presence.

- Promotes the continued development of existing private fair housing groups through outreach, training and technical assistance.

- 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.

- Monitors and provides technical assistance to local HUD-funded entities.

~~Implements methods to affirmatively further Fair Housing in conjunction with housing and community development officials, mortgage and real estate industry groups, fair housing organizations, civil rights groups, neighborhood associations, local and state governmental agencies, lending and insurance associations, and other interested organizations.~~

- Represents Hub Director at meetings convened by the Assistant Secretary and/or Secretary's Representative.

- Attends staff meetings convened by the State Representative and/or State/Area coordinator.

- Performs other duties as assigned by the Hub Director.

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:

Mastery knowledge of the basic laws, rules, regulations and statutes prohibiting discrimination in housing, employment, and business opportunities as related to the requirements of FHEO.

- Broad and in-depth 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.
- In-depth knowledge of a wide range of managerial techniques and human relations to be able to manage effectively the staff resources of the jurisdiction's fair housing and equal opportunity programs.

The Director 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 Hub Director and is subject only to administrative controls. The incumbent is responsible for independently planning, designing, and carrying out assignments for the program. The work is considered technically authoritative and is normally accepted 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 Director must continuously provide advisory counseling services to the Hub Director on all phases of the Center's 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 administer and manage a comprehensive FHEO program which includes an enforcement system, investigation function, a program operations and compliance system, and providing consulting services to the Assistant Secretary 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 the resolution of individual discrimination cases on the presentation of factual information to be used in arriving at a judicial conclusion. The work also results in assistance to consumers in addressing individual discrimination cases on the factual information to be used in responding to and resolving discriminatory situations. This work also 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.

Factor 6. Personal Contacts

The contacts include complainants, legal representatives, State legislators, county and city officials, department heads, heads of housing authorities, heads of housing industry associations (e.g., real estate, construction, banking), union leaders, legal representatives, community and civil rights leaders, academic leaders, State and/or Area Coordinators, and a variety of managers 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 can 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 FHO problems and concerns and to seek workable solutions and to make recommendations on the approval or disapproval of assistance for HUD funded organizations; to advise and counsel the HUD Director 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.

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.

Supervision Exercised

Manages a staff consisting of Equal Opportunity Specialists, technical and clerical support personnel. Performs the full range of supervisory activities over an immediate staff. Incumbent is responsible for directing FHEO operations and investigations, in conjunction with the HUD Director, including:

- The planning, evaluation, and modification of the Center's fair housing and equal opportunity program.
- Insuring that staff is responsive to the needs of customers and the needs of HUD.
- Effective utilization of staff and physical resources.
- Decision-making regarding personnel actions and employee/employer problems of subordinates.
- Decisions affecting strategies for implementing FHEO programs that will ensure the best results for the jurisdiction in the achievement of FHEO goals.