

B06973  
**POSITION DESCRIPTION  
 COVER SHEET**

**REASON FOR THIS POSITION**

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

<b>4. TITLE</b> Relocation Specialist	<b>5. PAY PLAN</b> GS	<b>6. SERIES</b> 301	<b>7. GRADE</b> 13
<b>8. WORKING TITLE (Optional)</b>		<b>9. INCUMBENT (Optional)</b>	

**OFFICIAL**

<b>10. TITLE</b> Relocation Specialist						
<b>11. PP</b>	<b>12. SERIES</b>	<b>13. FUNC</b>	<b>14. GRADE</b>	<b>15. DATE</b>		<b>17. CLASSIFIER</b>
GS	301		13	MONTH	DAY	YEAR
				<input type="checkbox"/> Yes <input type="checkbox"/> No		G. Lyman

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st Department of Housing and Urban Development	5th
2nd Office of Community Planning and Development	6th
3rd HUD FIELD OFFICE	7th
4th	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.

<b>19. SUPERVISOR'S SIGNATURE</b> 	<b>20. DATE</b> 5/3/02	<b>22. SECOND LEVEL SUPERVISOR'S SIGNATURE</b> 	<b>23. DATE</b> 5/3/02
<b>21. SUPERVISOR'S NAME AND TITLE</b> Nadab Bynum, Director Office of Executive Services		<b>24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE</b> Roy A. Bernardi, Assistant Secretary for Community Planning and Development	

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	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	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-4	225	<b>27. TOTAL POINTS ▶</b>		3190	
					<b>28. GRADE ▶</b>	GS-13

**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.

<b>29. SIGNATURE</b> 	<b>30. DATE</b> 5/25/02
<b>31. NAME AND TITLE</b> Gary Lyman Chief, Staffing + Classification Br., ASC-1	
<b>32. REMARKS</b> Misc Admin + Program Series, GS-301, Jan 79; Admin Analysts Grade Eval Guide, Aug. 90.	<b>33. OPM CERTIFICATION NUMBER</b>  In. B.V.

**Office of Community Planning and Development**  
**HUD Field Office**  
**Relocation Specialist, GS-301-13**

I. Introduction:

This position is located in the Community Planning and Development (CPD). The incumbent serves as a Relocation Specialist for the Region and is responsible for assisting Headquarters 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 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. Assists Headquarters to develop regulations, handbooks, and notices or develops local 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 Office of Community Planning and Development 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 CPD Director.

III. Supervisory Relationships:

- A. Supervision Received: The incumbent performs duties under the general direction of the CPD Director. 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 within the Region. 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.