

PROPOSED PROCESS FOR SELECTING STAFF FOR THE OFFICE OF HOUSING COUNSELING

There will be a four tier process for selecting staff for the Office of Housing Counseling:

- Tier 1. (a) Expressions of Interest and Reassignment of Managers from among current Program Support Division (PSD) managers
(b) Internal and External Recruitment to fill five (5) vacant FTE Positions
- Tier 2. Expressions of Interest and Reassignment of Staff from among current PSD staff
- Tier 3. Expressions of Interest and Reassignment of Staff from among Current Office of Single Family Housing staff
- Tier 4 Merit Staffing

With regard to Tiers 1 – 3, it is important to note that staff will only be reassigned into positions for which they have already competed.

Reassignments will be strictly lateral and will not create promotional potential that did not previously exist.

Process for Reassigning Program Support Division Managers

A notice will be sent to all Program Support Division (PSD) managers advising them that some managers will be reassigned to the Office of Housing Counseling. The notice will advise them that they can request to be considered for reassignment to the OHC or to remain with the PSD. Managers who request to be reassigned to OHC duties must obtain from Emelda Kennerly “A Day in the Life of a Manager” exercise and submit a completed exercise along with a resume to:

Emelda Kennerly
U.S. Department of Housing and Urban Development
Office of Housing/Federal Housing Administration
451 7th Street, SW – Room 9224
Washington, DC 20410
or
Emelda.J.Kennerly@hud.gov

Manager Selections

A panel consisting of the DAS for Single Family, the National Operations Officer for Single Family, the Senior Advisor to the Acting FHA Commissioner, Housing Counseling Transition Team members and Homeownership (HOC) Directors will review the experience, training, resume and supplemental information for all managers at the Grade 13,14 & 15 levels and determine which managers should be selected for reassignment to the Office of Housing Counseling.

Process for Reassigning Program Support Division Staff

A notice will be sent to all Program Support Division (PSD) staff advising them that some staff will be reassigned to the Office of Housing Counseling. The notice will also advise them that they can request to be considered for the reassignment. Staff requesting to be considered must submit a cover letter and resume to:

Emelda Kennerly
U.S. Department of Housing and Urban Development
Office of Housing/Federal Housing Administration
451 7th Street, SW – Room 9224
Washington, DC 20410
or
Emelda.J.Kennerly@hud.gov

Staff Selections

A panel consisting of the DAS for Single Family, the National Operations Officer for Single Family, the Senior Advisor to the Acting FHA Commissioner, the Housing Counseling Transition Team members and Homeownership (HOC) Directors, and Office of Housing Counseling managers will review the experience, training, resume and supplemental information for all staff and negotiate staff reassignments to the Office of Housing Counseling.

Process for Reassigning Office of Single Family Housing Staff

Should Tier 3 recruitment be necessary, a notice will be sent to all Office of Single Family Housing managers and staff advising them that some managers and staff will be reassigned to the Office of Housing Counseling. The notice will advise them that they can request to be considered for reassignment to the OHC or to remain in their current Single Family positions. Staff who request to be considered for a reassignment must submit a cover letter and resume. Managers who request to be considered for a reassignment must submit a cover letter, resume and “A Day in the Life of a Manager” exercise. All submissions are to be transmitted to:

Emelda Kennerly
U.S. Department of Housing and Urban Development
Office of Housing/Federal Housing Administration
451 7th Street, SW – Room 9224
Washington, DC 20410

or

Emelda.J.Kennerly@hud.gov

MERIT STAFFING

There are five (5) positions that will be advertised internally and externally. These positions are the only anticipated merit staffing opportunities at this time. HUD’s official staffing process will govern recruitment.

