

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> UNCLASSIFIED DUTIES		3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.							
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use	

15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									

16. Organizational Title of Position *(if different from official title)* _____

17. Name of Employee *(if vacant, specify)* _____

18. Department, Agency, or Establishment		c. Third Subdivision	
a. First Subdivision		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)* _____

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this 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.*

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>	
Signature _____	Date _____	Signature _____	Date _____

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action _____

Signature _____ Date _____

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks _____

25. Description of Major Duties and Responsibilities *(See Attached)*

UNCLASSIFIED DUTIES

Duties and Responsibilities:

The specific duties of the incumbent include:

Correspondence Policy: Develops internal correspondence standards, policies and procedures. Interprets Departmental requirements for administrative staff. Provides technical assistance, instruction and guidance on all aspects of correspondence preparation, control and clearance.

Correspondence Review: Reviews prior to signature, correspondence prepared for the signature. Ensures correspondence conforms to Departmental policies, responds to the incoming, is clear and complete, has received appropriate clearances, includes correct titles, addresses, salutations, and enclosures, and meets punctuation, grammar, format, punctuation, general neatness, stationery and other requirements.

Returns, or flags correspondence that does not appear to conform to established criteria, be consistent with previous policy statements, or be acceptable in general tone. Attaches notes to returned correspondence or personally explains to preparing official reasons for rejection and indicates suggested improvements. May occasionally be requested to revise correspondence and forward for signature without returning to the initiating office.

Correspondence Analysis: Receives, reviews and analyzes all incoming correspondence and other materials. Evaluates items to determine action required, responsible action program office or officials, need for informing and/or providing the Assistant Secretary with a copy, signature level required, coordination needed and deadline for response. Based upon knowledge of programs, researches, collects and organizes material, background, previous correspondence on same subject, etc., which might be useful for program office in preparing response.

Correspondence Preparation: Assists in the preparation of interim and final replies for the signature in response to write-in requests. Correspondence prepared may be use to respond in circumstances when multiple letters (from 30 to 1,000) are received on a single topic, such as the HOPE 3 Programs.

Correspondence Control: Tracks important items of correspondence, internal memoranda and other materials using the Department's Automated Correspondence On-Line Response Network (ACORN). Maintains detailed information describing the origin, status, processing and disposition of controlled correspondence following prescribed data conventions. Uses daily

and weekly reports to assure that ACORN data is accurate and correspondence is processed in a timely fashion. Performs edits of the database as needed to facilitate rapid searching and retrieval of documents and information.

Section Operations: Assists in the dispatch of mail and other outgoing controlled correspondence. Receives telephone calls and visitors; ascertains nature of request, and personally responds to questions based on working knowledge of office procedures and/or experience and familiarity with programs.

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

- Redescription
 Reestablishment

3. Service

- New Hdqtrs Field
 Other

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*

UNCLASSIFIED DUTIES

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted *(Specify in Remarks)*
 SES (Gen.) SES (CR)

11. Position Is

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1-Non-Sensitive 3-Critical
 2-Noncritical Sensitive 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

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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.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

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Typed Name and Title of Official Taking Action

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Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

UNCLASSIFIED DUTIES

Duties and Responsibilities

- A. Training and Career Development. As training specialist, develops, coordinates and implements an overall strategy to improve the proficiency, skill and capability of Headquarters and Field staff through a variety of training and career development activities. Administers training and development surveys, conducts interviews, makes observations and uses other research techniques to identify employee training and development needs for employees and program throughout the Nation. Coordinates the collection of training needs assessment data for HQ and HUD field offices. Analyzes the cost and benefits of various training and development options and presents recommendations to senior staff. Promotes management endorsement and support of employee training and development opportunities.
- B. Program Training Coordinator. Serves as a principal liaison with the HUD Training Academy (HTA), and Assistant Secretary for Administration. Ensures a smooth, effective and timely training development flow from need determination stage through design, production, implementation and evaluation. Maintains effective contacts and liaison with HUD Training Academy and other Federal and private industry training experts to properly coordinate the development and delivery of supervisory/managerial, and program technical training. Coordinates the development of Field technical training schedule with program officials and the HTA and continually negotiates to ensure that the schedule reflects the needs and changing priorities. Analyzes and validates technical training needs and assures the development of the most appropriate, cost-effective classroom strategy to meet those needs. Advises senior management and program staff on the development and conduct of training activities to improve field staff programmatic training. Monitors and evaluates training conducted and provides assessment, together with recommendations for improvement to program staff conducting the training.
- C. Administrative and Logistical Management. Plans and arranges for delivery of sites, services, materials and other administrative aspects of technical training. Coordinates with Office of Administration, other HUD organizations and outside agencies to ensure needs are met. Plans in-house conferences, meetings, and seminars to top level HQ and Field managers. Prepares audio-visual aids and other training materials in order to assure high quality, effective training.
- D. Resource Management. Develops and maintains administrative controls to effectively manage and allocate available training resources to achieve maximum return. Prepares training budget for programmatic training and provides the Office of Personnel and Training with various budget information and reports. Tracks career development and technical training expenditures. Reviews staff training

requests and ensures Departmental policies and practices are followed. Ensures full participation in Department sponsored courses.

- E. Training Leadership. Designs, coordinates and conducts workshops, conferences and orientations. Serves as a resource to supervisors by providing technical assistance in developing their on-job training, coaching and career development techniques. Conducts the instruction of supervisory/management training. Recommends and drafts management policy guidelines and new procedures which govern the training of supervisors and managers.
- F. Career Counseling and Guidance. Provides career counseling and guidance resources and advice. Is available to individual employees for career counseling and guidance outside of normal supervisory channels. Designs and maintains the Training Reference Library for use by staff. Provides information and assistance to employees in designing their personal career training plans. Serves as IDP Coordinator and Career Counselor. Coordinates individual career development program. Serves as Agency Coordinator for the Presidential Management Intern Program. Serves as Panel member for the University of Maryland Partnership Program and develops and coordinates participation in career executive development programs.
- G. Reports. Develops monitoring and evaluating systems and prepares reports on training efforts. Analyzes data and reports results for all training to determine training effectiveness and recommends appropriate changes in future training activities. Designs and develops training evaluation instruments. Monitors and evaluates efforts to determine the quality and effectiveness of training activities. Prepares written evaluation reports including recommendations related to procedures, methodologies and techniques to improve the quality and effectiveness of training. Implements internal guidance, policies and instructions for managing training and development programs. Analyzes training and development needs of clerical staff, and proposes programs addressing such needs. Prepares correspondence, special projects and special reports. Comments proposed legislation, policies, procedures and directives affecting employee development and training program.

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1. Agency Position No.

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced) UNCLASSIFIED DUTIES	3. Service <input type="checkbox"/> New <input checked="" type="checkbox"/> Other <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
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7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest	9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
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10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 4--Special Sensitive	13. Competitive Level Code 14. Agency Use
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment	c. Third Subdivision
a. First Subdivision	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this 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

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position
Typed Name and Title of Official Taking Action	

Signature _____ Date _____	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

(Unclassified Duties)

Program Assistant, GS-0344-06

Major Duties and Responsibilities:

- A. The incumbent has overall responsibility for the development, maintenance, and management of all records and files within CPD. The records/files operations consist of approximately fifteen program or subprogram functions, some with further breakdown by types of files. The records/files are established in several fashions depending upon program needs: by subject matter, by city within state, project number, and/or alphabetically.
- B. The incumbent is responsible for receiving, sorting, classifying, and cross-referencing program file materials with diverse and overlapping subject matter. When subject classifications are not specific, incumbent makes necessary determination for proper filing and performs difficult searches for material when program offices request retrieval. Develops CPD subject matter classification systems for use in both central records and by CPD offices. The incumbent conducts record management surveys, and/or special studies, and prepares reports of findings with recommendations. Incumbent evaluates the filing and records management systems of CPD offices, and recommends improvements or modification when necessary. Provides training and technical assistance to CPD offices on a wide range of records management issues. Leads the preparation of detailed inventories of all records and makes recommendations on those to be retained and/or transferred to other files, the Federal Records Center, or to the National Archives.
- C. Receives requests for information both personally and over the telephone, advises when the information can be furnished, and provides it personally from files or records. This may also include researching extensive records, policies, or regulations to resolve problems or provide information on non-standard assignments. Performs other duties as assigned.

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- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

5. Duty Station

Explanation *(Show any positions replaced)*

UNCLASSIFIED DUTIES

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action

- Yes No

10. Position Status

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11. Position Is

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Official Title of Position

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Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

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16. Organizational Title of Position *(if different from official title)*

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a. Typed Name and Title of Immediate Supervisor

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Signature

Date

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Date

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Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

UNCLASSIFIED DUTIES

Duties and Responsibilities:

- A. Receives, processes and controls contracts, applications, reports and correspondence.
- B. Initiates and institutes new or revised procedures when the need is apparent for improved handling of applications.
- C. Prepares responses to incoming correspondence, reports and issuances. Responds to written and phone inquiries of a general nature.
- D. Manages the systematic control, notification, filing and processing systems that ensure an organized flow of applications, related general correspondence, reports/forms.
- E. Logs codes and controls applications, documents, and correspondence from receipt to completion; refers applications and letters to appropriate staff. Oversees the preparation and documentation of background, file folders containing proposals, correspondence and/or application information; and establishes new files as appropriate.
- F. Enters video and audiotapes into the barcode system.
- G. Monitors the receipt and response to requests for application kits and the receipt and review of applications through to final awards. Determines that HUD Reform Act and Privacy Act standards are employed at all stages of review.
- H. Identifies NOFA processing and data needs, determines alternate methods of satisfying these needs and relative feasibility on the establishing and maintaining of data base systems.
- I. Serves as contact person in dealing with the AFTS bar-coding system. Responsibilities include testing of the software system and maintaining upkeep.
- J. Responsible for meeting with various HUD representatives and contractors in discussions with regards to replacing as opposed to updating or eliminating the current system. Prepare any responses to inquiries with reference to data input in the AFTS system.
- K. The incumbent assists the Supervisor with interpreting FOIA guidelines and procedures in determining exemptions, fee structures, waivers and establishing the criteria to be used. Considerable judgment is used in the complex and technical

determination privacy must be protected while allowing access to eligible information under the law.

- L. Serves as liaison within the Office of the Assistant Secretary for Administration for securing all services on automated equipment.

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

- Redescription
 Reestablishment

3. Service

- New
 Other
 Hdqtrs Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*

UNCLASSIFIED DUTIES

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

9. Subject to IA Action
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10. Position Status
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a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

UNCLASSIFIED DUTIES

Duties and Responsibilities:

-Performs a variety of duties in support of program analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of assigned organizations and programs.

-Applies sound knowledge of processes and operations of unit programs to provide continuing substantive assistance to senior personnel.

-Provides a variety of substantive and operational functions in support of the organizations programs and services.

-Assists senior specialists by providing direct program and operational support in a variety of areas. These include preparing information requiring a sound understanding of the program area involved; managing program area operating databases; preparing, distributing, and tracking progress of documents and action items; and assuming responsibility for one or more program segments not requiring knowledges or skills of a specialist.

-Other duties as assigned.