POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission	3. 5	Service	4. Emp	ploying Office Loc	ation	5. Duty Station	n		6. OPM Certification No.		
Redescription		Hdqtrs Field									
Reestablishment Other 7. Fair Labor Standard						1	atements Required		9. Subject to IA Action		
Explanation (Show any pos	·	ced)		empt No	nexempt	Tation Coal Interest					
UNCLASSIFIED I	DUTIES		<u> </u>	mpetitive		<b>—</b>	1Non-	3Critical	13. Comp	petitive Level Code	
				impetitive cepted <i>(Specify in</i>	Pomorkal	Supervisory	Sensitive	1	14. Agen	cy lise	
					S (CR)	Managerial Neither	2Noncritical	4Special	, ii rigon	o, 030	
15. Classified/Graded by		Official T	itle of Pos		. (011)	Pay Plan	Sensitive Cocupational Code	Sensitive Grade	Initials	Date	
a. Office of Per- sonnel 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 a	lifferent from offi	ical title)			17. Name of E	mployee (if vacant, s	pecify)	ll		
18. Department, Agency, o	r Establishn	nent			c. Third	Subdivision					
a. First Subdivision					d. Fourth Subdivision						
b. Second Subdivision					e. Fifth Subdivision						
19. Employee Review-Ti duties and responsib	pilities of n	ccurate descrip	otion of the	e major	Signature	of Employee (d	optional)		***************************************		
20. Supervisory Certi- statement of the r and its organizat necessary to carr responsible. This	najor dutio ional rela v out Go	tionships, and vernment func	ibilities of that the tions for	this position position is which I am	ap sta	pointment an	n is to be used d payment of pub ay constitute vic gulations.	lic funds, a	and that fo	alse or misleāding	
a. Typed Name and Title of	Immediate	Supervisor			b. Typed	Name and Title	of Higher-Level Sup	ervisor or Ma	nager (opt	ional)	
Signature				Date	Signature					Date	
21. Classification/Job Grain conformance with Personnel Managem ly, consistently with	ed/graded standard: ent or, if n the most	d as required by s published by no published sta applicable publ	v Titla 5 I	IS Code	22. Positi	ion Classificatio	n Standards Used in	Classifying/G	irading Pos	ition	
					Informa	tion for Emp	ployees. The st	tandards,	and infor	mation on their	
Signature Date						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.					
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)									[		
b.Supervisor											
c. Classifier						1					
24. Remarks			1	•	I			I			
25 Department of Mari	or Destin	D	::-:::::::::::::::::::::::::::::::::::	0							
25. Description of Maj NSN 7540-00-634-4265	or Duties	Previous Edition		See Attached,	<i>'</i>		OF 8	(Rev. 1-85)			

# **Duties and Responsibilities:**

The specific duties of the incumbent include:

<u>Correspondence Policy</u>: 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.

<u>Correspondence Review</u>: 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.

<u>Correspondence Preparation</u>: 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.

<u>Correspondence Control</u>: 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.

<u>Section Operations</u>: 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 DESCI	RIPTIC	N (Please I	Read Ins	structions or	the Ba	ck)			1. Agency	Position No.		
Reason for Submission     Service     4. Employing Office Log						5. Duty Station	rtification No.					
		Hdqtrs Field	7 5.	1-1-6-1-1		A						
	ther	a eff	7. Fair	Labor Standards	Evacutive Personnel					to IA Action		
Explanation (Show any position	ons repiac	ea)		empt No	onexempt	Financial Dis		Employment and Financial Interest	Yes	No		
UNCLASSIFIED DU	TIES			mpetitive		Supervisory	1-Non-	3Critical	13. Compe	titive Level Code		
				cepted (Specify in	Remarksi	Managerial	Sensitive	_	14. Agency	/ Use		
					S (CR)	Neither	2Noncritical Sensitive	4Special Sensitive				
15. Classified/Graded by		Official Ti			, , , ,	Pay Plan	Occupational (		Initials	Date		
a. Office of Per- sonnel Management				Name of the second seco								
b.Department, Agency or Establishment												
c. Second Level Review												
d.First Level Review												
e. Recommended by Supervisor or Initiating Office					-							
16. Organizational Title of Po-	sition (if d	ifferent from offii	cal title)			17. Name of Er	mployee <i>(if vacai</i>	nt, specify)	<u> </u>			
18. Department, Agency, or E	Establishm	ent			c. Third	Subdivision						
a. First Subdivision					d. Fourth	Subdivision			·····			
b. Second Subdivision					e. Fifth Subdivision							
Employee Review-This duties and responsibilia     Supervisory Certific statement of the manual its organization necessary to carry responsible. This can an Typed Name and Title of Impact of I	ation. ajor dutie nal relat out Govertification	y position.  I certify that is and responsionships, and responsion function is made with	this is bilities of that the	an accurate this position position is which I am	ap sta im	pointment an atements ma plementing re	a payment of ay constitute	public funds, e violations of	and that fal f such st	oses relating to se or misleading atutes or their anal)		
Signature				Date	Signature	<del>_</del>				Date		
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21. Classification/Job Gration has been classifie in conformance with seem ly, consistently with the Typed Name and Title of Office	d/graded standards of or, if no he most a	as required by a published by a published by a published sta applicable published	r Title 5, 0 he U.S. C ndards ap	U.S. Code, Office of oply direct-	22. Posit	ion Classificatio	on Standards Use	d in Classifying/0	Grading Posit	) ion		
					Informa	tion for Em	ployees. The	standards,	and inform	nation on their		
Signature Date						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.						
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date		
a. Employee (optional)	1											
b.Supervisor	1											
c. Classifier	<u> </u>											
24. Remarks			•					L	J			
25. Description of Major	r Duties	and Respons	ibilities /	See Attached	()							

## **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. <u>Administrative and Logistical Management</u>. 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. <u>Resource Management</u>. 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. <u>Training Leadership</u>. 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. <u>Career Counseling and Guidance</u>. 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.

POSITION DE	1. Agency	1. Agency Position No.										
2. Reason for Submissi	on 3. S	Service	4. Employing Office L	ocation	5. Duty Statio	n	6. OPM Certification No.					
Redescription	7	Hdqtrs Field										
	Other	4	7. Fair Labor Standard	ds Act	1	atements Required		9. Subject to IA Action				
Explanation (Show any	positions replac	ced)	Exempt	Nonexempt	Executive Po Financial Dis	sclosure Final	loyment and ncial Interest	Yes	No No			
UNCLASSIFIED	DUTIES		10. Position Status		11. Position Is	12. Sensitivity		13. Compe	etitive Level Code			
			Competitive		Supervisory	1Non- Sensitive	3Critical					
			Excepted (Specify	in Remarks)	Managerial			14. Agenc	y Use			
		000 1 1 70	SES (Gen.)	SES (CR)	Neither	2Noncritical Sensitive	4Special Sensitive					
15. Classified/Graded by a. Office of Per-		Official Lit	le of Position		Pay Plan	Occupational Cod	e Grade	Initials	Date			
sonnel 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 a	lifferent from offiic	al title)		17. Name of E	 mployee <i>(if vacant, s</i>	pecify)					
18. Department, Agenc	y, or Establishm	nent		c. Third	Subdivision							
a. First Subdivision				d. Fourt	h Subdivision							
b. Second Subdivision				e. Fifth S	e. Fifth Subdivision							
19. Employee Review duties and respon	nsibilities of m	ny position.		İ	e of Employee (							
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a. Typed Name and Title	of Immediate	Supervisor	the knowledge that	b. Typed	Name and Title	of Higher-Level Sup	ervisor or Ma	anager (optio	onal)			
Signature			Date	Signature					Date			
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21. Classification/Jot tion has been classification conformance we Personnel Manag- ly, consistently we Typed Name and Title of	ssified/graded vith standards ement or, if n vith the most	l as required by s published by th o published stan applicable publis	Title 5, U.S. Code, e U.S. Office of dards apply direct-	22. Posit	ion Classificatio	n Standards Used in	Classifying/0	Grading Posit	) ion			
				applicat	tion for Em	lable in the perso	nnel office.	The class	nation on their			
Signature			Date	of Pers	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.							
23. Position Review	Initials	Date	Initials Date	Initials	Date	Initials	Date	Initials	Date			
a. Employee (options	9/)							1				
b.Supervisor												
c. Classifier			ł									
24. Remarks								· · · · · · · · · · · · · · · · · · ·				
25. Description of N	Major Duties	and Responsit	oilities (See Attache	ed)								

### (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.

POSITION DESCRIPTION (Please Read Instructions on the Back)									1. Agency Position No.		
2. Reason for Submiss	ion 3. S	ervice	4. Employing Office Loca	ation	5. Duty Station		6. OPM Certification No.				
Redescription	7	ldqtrs Field									
Reestablishment Explanation (Show any	Other	adl	7. Fair Labor Standards	Act	8. Financial State  Executive Per	atements Required		9. Subject to IA Action			
	,	ea)	Exempt No	nexempt	Financial Dis		ryment and cial Interest	Yes	No No		
UNCLASSIFIE	DUTIES		Competitive			1Non-	3Critical	13. Compet	titive Level Code		
			Excepted (Specify in	Remarkel	Supervisory  Managerial	Sensitive	1	14. Agency	Use		
				S (CR)	Neither	2Noncritical Sensitive	4Special Sensitive				
15. Classified/Graded by		Official Tit	le of Position	- (,	Pay Plan	Occupational Code	Grade	Initials	Date		
a. Office of Per- sonnel 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 di	ifferent from offiic	al title)		17. Name of Employee (if vacant, specify)						
18. Department, Agend	y, or Establishm	ent		c. Third	Subdivision						
a. First Subdivision				d. Fourth Subdivision							
b. Second Subdivision				e. Fifth Subdivision							
19. Employee Review duties and respo	nsibilities of m	y position.	•	Signature	of Employee (d	optional)					
statement of ti and its organ necessary to	he major dutie izational relati carry out Gov	s and responsib ionships, and t rernment functi	this is an accurate ilities of this position that the position is ons for which I am the knowledge that	ap ști	pointment an	n is to be used od payment of pub ay constitute vic egulations.	lic tunds, a	and that fals	se or misleadina		
a. Typed Name and Titl	e of Immediate S	upervisor		b. Typed	Name and Title	of Higher-Level Sup	ervisor or Ma	anager (option	nal)		
Signature			Date	Signature			***************************************		Date		
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in conformance v	ssified/graded with standards vement or, if no with the most a	as required by published by the published stan applicable publis	Title 5, U.S. Code, le U.S. Office of dards apply direct-	22. Posit	on Classificatio	n Standards Used in	Classifying/G	Grading Positi	on		
Signature			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.								
23. Position Review	Initials	Date	Initials Date	Initials	Date	Initials	Date	Initials	Date		
a. Employee (option	al)							<u> </u>			
b.Supervisor					1						
c. Classifier			l		I						
24. Remarks	<u></u>				1			<u>.</u>			
25. Description of	Major Duties	and Responsil	oilities (See Attached)	)							

## **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 DESCRIPT	Agency Position No.									
2. Reason for Submission	I. Service	4. Employing Office Loca	ition	5. Duty Station	1	-	6. OPM Certification No.			
Redescription New	Hdqtrs Field				-					
Reestablishment Other Explanation (Show any positions rep	7. Fair Labor Standards A		8. Financial Sta Executive Pe	stements Required	ment and	9. Subject to IA Action				
•		Exempt No. 10. Position Status	nexempt	Financial Dis		ial Interest	Yes 13. Compet	No itive Level Code		
UNCLASSIFIED DUTIES	5	Competitive		Supervisory	1Non- Sensitive	3Critical	l'or compos			
		Excepted (Specify in	Remarks)	Managerial	Sensitive		14. Agency	Use		
			S (CR)	Neither	2-Noncritical Sensitive	4Special Sensitive				
15. Classified/Graded by a. Office of Per-	Official Title	of Position		Pay Plan	Occupational Code	Grade	Initials	Date		
sonnel Management										
b. Department, Agency or Establishment										
c. Second Level Review										
d.First Level Review										
e. Recommended by Supervisor or Initiating Office	14									
16. Organizational Title of Position	if different from offiical	title)		17. Name of Er	mployee (if vacant, sp	ecify)	<u></u>			
18. Department, Agency, or Establish	shment		c. Third	Subdivision						
a. First Subdivision			d. Fourth	Subdivision						
b. Second Subdivision			e. Fifth Subdivision							
19. Employee Review-This is ar duties and responsibilities o	f my position.	•	Signature	of Employee (d	optional)					
Supervisory Certification statement of the major diand its organizational renecessary to carry out responsible. This certific a. Typed Name and Title of Immedia	uties and responsibili elationships, and th Government function ati <u>on</u> is <u>made with</u> th	ties of this position at the position is as for which I am	ap sta im	pointment an atements ma plementing re	n is to be used of payment of publicy constitute vio egulations.	ic funds, a lations of	and that fals f such sta	se or misleåding atutes or their		
								,		
Signature		Date	Signature Date							
21. Classification/Job Grading ( tion has been classified/gra- in conformance with standa Personnel Management or, ly, consistently with the mo Typed Name and Title of Official Tak	ded as required by Ti ords published by the of no published stand of applicable publish	tle 5, U.S. Code, U.S. Office of ards apply direct-	22. Posit	ion Classificatio	n Standards Used in (	Classifying/C	Grading Position	on		
Signature		Date	applicat position of Pers	may be revi sonnel Mana	able in the person ewed and correcte gement. Informa	nel office. ed by the ation on	The class agency or to classification	the U.S. Office on/job grading		
		 	personn	el office or th	aints on exemption ne U.S. Office of Pe	ersonnel M				
23. Position Review Initial	s Date	nitials Date	Initials	Date	Initials	Date	Initials	Date		
a. Employee (optional)	1	<u>i</u>		1						
b.Supervisor	1			<u> </u>						
c. Classifier										
24. Remarks			L	.l	<b>.</b>					
25. Description of Major Dut	ies and Responsibi	lities <i>(See Attached,</i>	,							

# **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.