1 1 1		D PD NUMB	ER (8)				Λο	26	97				
			٠,				145	126	<u>, 7 </u>				
RECOM	MENDED												
4. TITLE Program Analyst							5. P	AY PLAN (2) GS	6. SERIE	es (4) 0343	7. GRADE	E (2) 09	
8. WORKIN	NG TITLE (Opti	ional)					1	CUMBENT (O					
								hirley Willi	ams				
OFFICIA	\L									,			
10. TITLE	Prog	ram Ana	lyst	:		· ·							
11. PP (2)	12. SERIES (4)	13. FUNC.(2)	14. GRADE(2)	15. DATE (mm/do	l/yyyy)	16. I/A yes No			17. CLASSIFIE				
18. ORG	ANIZATIO	NAL STR	UCTURE (Agency/Bure	eau)								
1st Housing and Urban Development							Office of Programs						
Assistant Secretary for Fair Housing and Equal Opportunity						nity ^{6th} Fa	Fair Housing Initiative Program Support Division						
General Deputy Assistant Secretary							7th						
Deputy Assistant Secretary for Enforcement and Programs							8th						
that the p that this i	position is n information	ecessary is to be u	to carry ou sed for sta	it Governmentutory purpo	nt functions ses relating	for which I to appoint	nent and pay	ole. This ce	rtification	is made	with the k	now	
that the p that this i statemen	position is n information nts may cor RVISOR'S SIGN	ecessary is to be u	to carry ou sed for sta	tt Governmentutory purpos such statute	nt functions ses relating or their im DATE (mm/dd	for which I ag to appoint applementing (/yyyy) 22. SE	am responsil nent and pay	ole. This ce ment of pu	ertification blic funds	is made and tha	with the k	now	
that the p that this i statemer 19. SUPER 21. SUPER	position is n information nts may cor avisor's sign ay low	is to be unstitute vi	to carry ou sed for sta	tt Governmentutory purpos such statute	nt functions ses relating or their in	s for which I g to appoint applementing (yyyy) 22. SE(D) 24. SE(am responsil nent and pay regulations.	ole. This cerment of pu	ertification blic funds s SIGNATUR	is made and tha	with the k t false or n	now	
that the p that this i statemen 19. SUPER 21. SUPER Myron F	position is n information nts may con avison's sign	is to be unstitute vi	to carry ou sed for sta	tt Governmentutory purpos such statute	nt functions ses relating or their im DATE (mm/dd	s for which I is to appoint the property of th	am responsil nent and pay regulations. COND LEVEL S COND LEVEL S L. Gant	DIE. This cerment of purpervisor's UPERVISOR'S SUPERVISOR'S	ertification blic funds S SIGNATUR NAME	is made and tha	with the k t false or n 23. DATE (mr	nisle m/dd/y	
that the p that this i statemen 19. SUPER 21. SUPER Myron F 21a. SUPER Director	position is n information nts may con evisor's sign evisor's nam . Newry ry Fair House r, Fair House	is to be unstitute vinstitute vin	to carry oursed for state of the control of the con	at Governmentutory purpos such statute 20.1	nt functions ses relating or their in DATE (mm/dd. 2 2 - 30 - 4	for which I is to appoint a plementing (yyyy) 22. SEC Jon 24a. SEC Dept.	am responsil nent and pay regulations. COND LEVEL S COND LEVEL S L. Gant ECOND LEVEL S uty Assistan	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S t Secretary	ertification blic funds SIGNATUR NAME STITLE y for Enfo	is made and tha	with the k t false or n 23. DATE (mr	nisle m/dd/y	
that the p that this i statemen 19. SUPER 21. SUPER Myron F 21a. SUPER Director	position is n information nts may con evisor's sign evisor's nam . Newry ry Fair House r, Fair House	is to be unstitute vinstitute vin	to carry oursed for state of the control of the con	t Governmentutory purpos such statute	nt functions ses relating or their in DATE (mm/dd. 2 2 - 30 - 4	for which I is to appoint a plementing (yyyy) 22. SEC Jon 24a. SEC Dept.	am responsil nent and pay regulations. COND LEVEL S COND LEVEL S L. Gant ECOND LEVEL S uty Assistan	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S t Secretary	ertification blic funds SIGNATUR NAME STITLE y for Enfo	is made and tha	with the k t false or n 23. DATE (mr	nisle m/dd/y	
that the pthat this istatemen 19. SUPER 21. SUPER Myron F 21a. SUPER Director	position is n information its may con evisor's sign evisor's nam . Newry ry Fair House r, Fair House	is to be unstitute vinstitute vin	to carry oursed for state olations of attive Progr	at Governmentutory purpos such statute 20.1	nt functions ses relating or their in DATE (mm/dd. 2 2 - 30 - 4	for which I g to appoint a plementing (yyyy) 22. SE() 24. SE() Jon 24a. SE() Dept g Anal Ser,	am responsilenent and pay regulations. COND LEVEL S COND LEVEL S COND LEVEL S L. Gant COND LEVEL S uty Assistant GS-343; and	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S T Secretary D Admin A	ertification blic funds s SIGNATUR NAME S TITLE y for Enfo	ercement	t and Pro	gran	
that the pthat this istatement 19. SUPER Myron Forector FACTOR	position is n information its may con evisor's sign evisor's nam . Newry ry Fair House r, Fair House	is to be unstitute vi	to carry oursed for state olations of attive Progr	tt Governmentutory purpos such statute 20.1 ram Support Used: a) Mg	nt functions ses relating or their in DATE (mm/dd	for which I g to appoint a plementing (yyyy) 22. SE() 24. SE() Jon 24a. SE() Dept g Anal Ser,	am responsil nent and pay regulations. COND LEVEL S COND LEVEL S L. Gant ECOND LEVEL S uty Assistan GS-343; an	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S T Secretary D Admin A	ertification blic funds s SIGNATUR NAME S TITLE y for Enfo	e Eval C	t and Pro Guide, TS- 26. F	nisle m/dd/y gran -98 /	
that the p that this is statemen 19. SUPER Myron F 21a. SUPER Director FACTOR 1. Knowled	position is n information ints may con avisor's sign avisor's NAM Newry RVISOR'S TITI r, Fair House EVALUAT	is to be unstitute vinstitute vin	to carry oursed for state olations of attive Progr	ram Support Used: a) Mg	nt functions ses relating or their im DATE (mm/dd. Z - 30 - 6	for which I is to appoint a plementing (yyyy) 22. SE Jon 24a. SE Dept Anal Ser, ITS FACTO 6. Per	am responsilenent and pay regulations. COND LEVEL S COND LEVEL S COND LEVEL S L. Gant COND LEVEL S uty Assistant GS-343; and	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S t Secretary d Admin A	ertification blic funds s SIGNATUR NAME S TITLE y for Enfo	ercement	t and Pro Guide, TS- 26. F	gran	
that the pthat this istatement 19. SUPER Myron Forector FACTOR 1. Knowled 2. Supervision of the property of	position is n information its may con its may control its	is to be unstitute vinstitute vin	to carry oursed for state olations of attive Progr	ram Support Used: a) Mg Level 1-6 Level 2-3	nt functions ses relating or their in DATE (mm/dd. Z - 30 - c) Division Imt & Prog 26. POIN 950	s for which I is to appoint a plementing (yyyy) 22. SE (JON 24a. SE (JON 24a. SE (JON 24a. SE (JON 25a. SE (J	am responsilement and pay regulations. COND LEVEL S COND LEVEL S L. Gant COND LEVEL S L. GASSISTAN GS-343; and COR Sonal Contacts	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S t Secretary d Admin A	ertification blic funds signatur name strice y for Enfo nal Grade 25. F	ercement E EVAL ELD/BMK Level Level 8-	t and Pro 23. DATE (mm 24. F 26. F 2 b	nisle m/dd/y gran -98 /	
that the pthat this istatement 19. SUPER Myron Forector FACTOR I. Knowled 2. Supervisia. Guidelin	position is n information its may con avison's sign avison's NAM Newry RVISON'S TITL T, Fair House A EVALUAT dge Required isory Controls nes	is to be unstitute vinstitute vin	ative Progr	ram Support Used: a) Mg FLD/BMK Level 1-6 Level 2-3	Division post & Program DATE (mm/dd. DIVISION post & Program 26. POIN 950 275	for which I g to appoint a plementing (yyyy) 22. SE() 24. SE() Jon 24a. SE() Dept G Anal Ser, ITS FACTO 6. Pen 7. Pur 8. Phy	am responsile nent and pay regulations. COND LEVEL S COND LEVEL S L. Gant COND LEVEL S L. Gast COND LEVEL S L. Gast COND LEVEL S L. Gant COND LEVEL S L. Gan	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S T Secretary D Admin A Control D Admin A D Control D A Control D	ertification blic funds signatur name strice y for Enfo nal Grade 25. F	e Eval C	t and Pro 23. DATE (mm 24. F 26. F 2 b	gran -98 /	
that the path that this is statement the path that this is statement the path that the path the path that the path the pa	position is n information its may con avison's sign avison's NAM Newry RVISON'S TITL T, Fair House A EVALUAT dge Required isory Controls nes	is to be unstitute vinstitute vin	ative Progr	ram Support Used: a) Mg FLD/BMK Level 1-6 Level 2-3	Division post process post p	for which I g to appoint a plementing (yyyy) 22. SE() 24. SE() Jon 24a. SE() Dept G Anal Ser, ITS FACTO 6. Pen 7. Pur 8. Phy	am responsilement and pay regulations. COND LEVEL S COND LEVEL S COND LEVEL S L. Gant COND LEVEL S uty Assistant GS-343; and DR sonal Contacts pose of Contacts sical Demand	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S T Secretary D Admin A Control D Admin A D Control D A Control D	ertification blic funds signatur signat	ercement E EVAL ELD/BMK Level Level 8-	t and Pro duide, TS 26. F 2 b 1	gran-98 /	
that the p that this is statemen 19. SUPER Myron F 21. SUPER Director FACTOR 1. Knowled 2. Supervia 3. Guidelin 4. Comple	position is n information its may con avison's sign avison's name. Newry RVISOR'S TITE, Fair House EVALUAT adge Required isory Controls nes	is to be unstitute vi	ative Progr	ram Support Used: a) Mg FLD/BMK Level 1-6 Level 2-3 Level 4-3	Division Division PSO PSO PSO PSO PSO PSO PSO PS	s for which I is to appoint a plementing /yyyy) 22. SE() 24. SE() Jon 24a. SE() Dept 3 Anal Ser, ITS FACTO 6. Pen 7. Pun 8. Phy 9. Wor	am responsilement and pay regulations. COND LEVEL S COND LEVEL S COND LEVEL S L. Gant COND LE	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S T Secretary D Admin A Colors Co	ertification blic funds signatur signat	rcemente Eval Control E Eval E E E Eval E E Eval E E Eval E E Eval E E E Eval E E E E E E E E E E E E E E E E E E E	t and Pro dude, TS 26. F 2 b 1 1 1 TS 1	gran 75 5 885	
that the path that this is statement the path this is statement the path that this is statement to the path that this is statement to the path that the path the path that the path that the path that the path that the path the	position is n information its may con into may control into	is to be unstitute vinstitute vin	ative Progr TEM Ref 25.	ram Support Used: a) Mg FLD/BMK Level 1-6 Level 2-3 Level 4-3 Level 5-3	Division post process post p	s for which I is to appoint a plementing (yyyy) 22. SE (JON 24a. SE JON 24a. SE JON 3. Part SE FACTO 6. Pen 7. Pur 8. Phy 9. Wood ble GS-09 de 5, U.S. Co	am responsilement and pay regulations. COND LEVEL S COND LEVEL S COND LEVEL S L. Gant COND LEVEL S uty Assistant GS-343; and DR sonal Contacts pose of Contacts	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S TO SECRETARY A Admin A Control C	ertification blic funds signatur signat	rcemente Eval GELD/BMK Level Level 8- Level 9- AL POINT	t and Pro aude, TS 26. F b 1 TS 1 CE Gehed by the	gran 75 5 885 S-09	
that the period that this is statement the period that this is statement that this is statement to the period that the period	position is n information its may convisors sign wisors named. Newry RVISOR'S TITE of the convisor of the conv	is to be unstitute vinstitute vin	ative Progr TEM Ref 25.	ram Support Used: a) Mg FLD/BMK Level 1-6 Level 2-3 Level 4-3 Level 5-3 o-grade con	Division post process post p	s for which I is to appoint a plementing (yyyy) 22. SE (JON 24a. SE JON 24a. SE JON 3. Part SE FACTO 6. Pen 7. Pur 8. Phy 9. Wood ble GS-09 de 5, U.S. Co	am responsilement and pay regulations. COND LEVEL S COND LEVEL S COND LEVEL S L. Gant COND LEVEL S uty Assistant GS-343; and DR sonal Contacts pose of Contacts	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S TO SECRETARY A Admin A Control C	ertification blic funds signatur signat	orcemente Eval Control E	t and Pro aude, TS 26. F b 1 TS 1 CE Gehed by the	gran -98 A POINT -75 -5 -885 S-09	
that the p that this is statemen 19. SUPER Myron F 21. SUPER Myron F 21a. SUPER Director FACTOR 1. Knowled 2. Superviol 3. Guidelin 4. Comple 5. Scope a FPL = CLASSIF Certify to f. no. public 29. SIGNAT	position is n information its may convisors sign wisors named. Newry RVISOR'S TITE of the convisor of the conv	In the state of th	ative Progr TEM Ref 25.	ram Support Used: a) Mg FLD/BMK Level 1-6 Level 2-3 Level 4-3 Level 5-3 o-grade con	Division post process post p	s for which I is to appoint a plementing (yyyy) 22. SE() 24. SE() 24. SE() 25. SE() 25. SE() 26. SE()	am responsilement and pay regulations. COND LEVEL S COND LEVEL S COND LEVEL S L. Gant COND LE	DIE. This cerment of pur UPERVISOR'S UPERVISOR'S SUPERVISOR'S T Secretary d Admin A Cts S T T T T T T T T T T T T T T T T T T	ertification blic funds signature si	orcemente Eval Control E	t and Pro duide, TS- 26. F 2 b 1 1 1 TS 1: 0E G	gran -98 / POINT -75 -5 -885 S-09	

Office of Programs, Fair Housing Initiatives Division Program Analyst GS-343-9

INTRODUCTION

This position is located in the Fair Housing Initiative Program Support Division (FHIP), Office of Programs, Deputy Assistant Secretary for Enforcement and Programs, Office of the Assistant Secretary for Fair Housing and Equal Opportunity (FHEO). The Office is responsible for developing Fair Housing policies, developing and implementing program management and administration of program, i.e., fair housing planning and assure that all HUD programs affirmatively further fair housing.

The Fair Housing Initiative Program statute (Sec. 561 of the 1987 Housing and Community Development Act, as amended in 1992) authorizes the Secretary to make funds available through grant agreements or by contract in support of activities that assure compliance with the Fair Housing Act (FHAct) and substantially equivalent State or local fair housing laws. Therefore, the mission of the Fair Housing Initiatives Program Division is to administer and manage the FHIP grant agreements and contracts according to Office of Management Circulars, (OMB) Circulars A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of High Education, Hospitals, and other Non-Profit Organization; A-122; (24 CFR Part 85) "Cost Principles for Non-Profit Organizations (24 CR part 84), A-123, "Management Accountability and Control; and A-133, "Audits of States, Local Governments, and Non-Profit Organizations; and Department Grant Policies.

The incumbent undertakes a variety of duties and assignments involving reviewing proposed legislation, regulations, handbooks, conducting short and long-term research/evaluation studies, notices an other issuance relating to the administration of Fair Housing programs.

DUTIES AND RESPONSIBILITIES

Assist in the reviews, analysis, and development of information about overall program policies, regulations, standards and procedures.

Assist in the preparation of background information and supporting documents for use in the development of regulations, standards and procedures to implement legislation.

Reviews and analyzes existing and proposed legislation and policy issuance relating to fair housing and prepares comments.

Reviews and analyzes quantitative and qualitative data relating to public and private organizations on FHEO programs, , and prepares reports to serve as a bases for identifying program weaknesses and strengths and developing new program thrusts.

Assist in the recommending changes in data collection and evaluation techniques and new evaluation program thrust to improve the program evaluation process and research products.

Assist in development of guidance materials for use by HUD-funded recipients, consumers, and other interested persons on the laws enforced by the Office.

Provides assistance by telephone or in witting in response to inquiries from field office staff, outside organizations including industry groups, architects, builders, developer, design professionals, and other federal agency staff.

Responds to controlled and uncontrolled correspondence, and prepares letters, memoranda, or internal reports on a variety of subjects to answer questions asked by the public, agency officials, industry groups, consumers and others.

Factor 1, Knowledge Required

Knowledge and skills in using microcomputers.

Broad knowledge of the concepts and principles and functions of fair housing as it relates to national, state and local public and private agencies and organizations

Basic ability to apply analytical principles and techniques in assignments.

Basic knowledge of Departmental regulations and issuances requirements and procedures in order to answer correspondence from Congress, the public and other interested parties on program policy and guidance.

Basic knowledge of laws, regulations, procedures and policies governing fair housing.

Broad knowledge of the procedures employed by public and private organizations and agencies to implement fair housing programs.

Highly developed skill in oral and written communication.

Ability to apply analytical principals and techniques to assignments received.

Factor 2, Supervisory Controls

The incumbent works under the supervision of the Division Director. The supervisory assigns specific projects in terms of issues and sets deadlines for completing the work. Incumbent is expected to plan and carry out assignments independently, determining the

methods and techniques to use. A review of the results obtained and conformance to policies and instructions is performed by the supervisor. Work is reviewed in progress and upon completion for technical adequacy and completeness, conformity to policy and feasibility of recommendations.

Factor 3, Guidelines

Incumbent is guided by oral instructions, laws, decisions, rules and regulations governing the operations of the work unit; overall HUD management policies; recognized techniques or procedures and methods of analysis; and standard program management principles and practices. Guidelines are not always applicable to the work assignment, therefore, the incumbent must use some judgment in interpreting guidelines and applying to the situation.

Factor 4, Complexity

Assignments involve the analysis and evaluation of a broad range of varied functions. Assignments are complicated by different and unrelated subject matter data, methods and techniques. The incumbent is required to make decisions concerning the applicability of data and apply a variety of fact finding techniques and analytical methods to recommend decisions on individual issues.

Factor 5, Scope and Effect

The work involves conducting studies, projects, analyzing, reviewing and evaluating a variety of data, and participating in the establishment and implementation of policies, guidelines and procedures. Work may also involve identifying problems, analyzing, and making recommendations for resolution.

Factor 6, Personal Contacts

Contacts are with persons within Headquarters and Field Offices, other federal agencies, organizations representing State and local governments, and members of the general public.

Factor 7, Purpose of Contacts

Contacts are for the purpose of coordinating work plans, obtaining, providing or clarifying information, and explaining regulations, procedures and requirements and program implementation to assure a coordinated approach.

Factor 8. Physical Demands

Work primarily sedentary, however, some walking and standing, bending and carrying of light materials is occasionally required.

	Factor 9, Work Environment			
	The work is performed in an office setting.			
•				
*				
•				
			· Section 1	
		Contract of the second		The second secon