

**REASON FOR THIS POSITION**

1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/>	3. REPLACES PD NUMBER <input type="checkbox"/>
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**POSITION DESCRIPTION COVER SHEET**

**RECOMMENDED**

TITLE Equal Opportunity Specialist (Civil Rights Analyst)				5. PAY PLAN GS	6. SERIES 360	7. GRADE 11
WORKING TITLE (Optional)					8. INCUMBENT (OPTIONAL)	

**OFFICIAL**

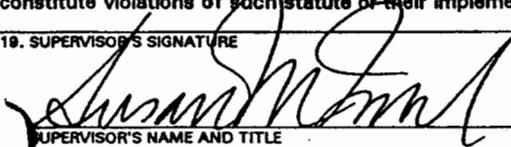
10. TITLE Equal Opportunity Specialist (Civil Rights Analyst)						
11. PP GS	12. SERIES 360	13. FUNC	14. GRADE 11	15. DATE	16. I/A <input type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER

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

1st U.S. Department of Housing and Urban Development	6th
2nd Assistant Secretary for Fair Housing and Equal Opportunity	6th
3rd General Deputy Assistant Secretary	7th
4th HUB	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.

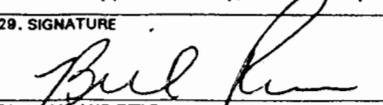
19. SUPERVISOR'S SIGNATURE 	20. DATE 7/17/97	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
SUPERVISOR'S NAME AND TITLE Susan M. Forward, Deputy Assistant Secretary and Enforcement and Investigations		24. SECOND SUPERVISOR'S NAME AND TITLE	

**FACTOR EVALUATION SYSTEM**

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			<b>TOTAL POINTS</b>		
					<b>GRADE</b>

**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.

29. SIGNATURE 	30. DATE 7/18/97
31. NAME AND TITLE Bill Rice, PWS	
REMARKS	33. OPM CERTIFICATION NUMBER

US OPM PCS for the GS-360 of 1/80 TS-49

#000269

**THIS SIDE TO BE COMPLETED BY THE CLASSIFIER**

<b>A. KEY DATA</b>															
1. FUNCTION < A/C/D/W/R		2. DEPT. CD./AGCY-BUR-CD. (4)		3. SON (4)		4. MR.NO. (6)		5. GRADE (2)		6. IP NO. (8)					
<b>B. MASTER RECORD</b>															
1. PAY PLAN (2)		2. OCC. SER. (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (5)		5. OFF. TITLE (38)							
6. HQ. FLD. CD. (1) < 1 = HQ 2 = FLD		7. SUP. CD. (1) < 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. < X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N < N = No Y = Interdis		10. DT. CASS (6) MO DAY YEAR 09 15 99					
11. EARLY RET. CD. (1) < 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. I A < I = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR 09 15 99		14. DT. INACT/REACT (6) MO DAY YEAR 09 15 99		15. AGCY. USE (10)					
16. INTERDIS. SER. (40) (4)		(4)		(4)		(4)		(4)		(4)					
17. INTERDIS. TITLE CD. (50) (5)		(5)		(5)		(5)		(5)		(5)					
<b>C. INDIVIDUAL POSITION</b>															
1. FLSA CD. (1) N < E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) 5 < 0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF849		3 POS. SCHED. (1) 0 < A = Sched A B = Sched B C = Sched C		0 = Excepted but not A, B, C		4. POS. SENS. (1) 2 < 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive					
6. WK. TITLE CD. (4)		7. WK. TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) E < 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different Title and/or series E = New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) < Blank = N/A Y = Yes		13. DUTY STATION (9) State (2) City (4) County (3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR 09 15 99		16. PAS. IND. (1) < Blank = N/A		17. DATE EST. (6) MO DAY YEAR 09 15 99	
18. GD. BASIS. IND. (1) 9 < 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG		4 = Sup./Program 5 = RGE G 6 = Policy Analysis GEG		7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR 09 15 99		20. NTE. DT. (6) MO DAY YEAR 09 15 99		21. POS. ST. BUD (1) N < Y = Perm N = Other					
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) 48 < Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.		Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.		9 < Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Requirement 4 = Title Change		.5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other									
23. DT. EMP. ASG. (6) MO DAY YEAR 09 15 99		24. DT. ABOL. (6) MO DAY YEAR 09 15 99		25. INACT/ACT (1) 2 < 1 = Inact. 2 = Act.		26. DT. INACT/REACT (6) MO DAY YEAR 09 15 99		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE			
30. CLASSIFIER'S SIGNATURE						31. DATE									

**FAIR HOUSING AND EQUAL OPPORTUNITY  
ENFORCEMENT/COMPLIANCE/PROGRAM OPERATIONS  
Equal Opportunity Specialist  
(Civil Rights Analyst)  
GS-360-11**

Incumbent serves in a position of public trust.

This position is located in the FHEO Hubs, Program Centers or local FHEO Sites. The incumbent works under the direction of a Branch Chief in the area of intake/assessment, enforcement, compliance, and/or program operations. The Civil Rights Analyst's work may involve complaint intake/assessment, investigating complaints, local situations of laws, policies, practices, or conditions that lead to the clustering, segregation, and isolation of protected classes (racial and ethnic minorities, women, disabled persons, families with children, etc.) Using information technology, the fair housing planning process, and/or enforcement techniques, the Civil Rights Analyst conducts investigations, fact-finding, facilitation, analysis, and negotiations to bring about solutions to civil rights-related problems.

In the area of enforcement, the incumbent is primarily involved in intake/assessment and/or investigation, conciliation, and resolution of complex, highly sensitive and difficult allegations of discrimination related to housing and employment.

In the area of compliance, the incumbent is primarily involved in performing reviews of the fair housing policies/practices of recipients of federal funds (e.g. Public Housing Authorities, Assisted Housing, and other HUD subsidized housing programs) in order to secure compliance under Title VI, Section 109, Section 504, and Executive Order 11063.

In the area of operations, the incumbent is primarily involved in assessing program effectiveness in given localities by reviewing fair housing program plans for consistency with program objectives.

The incumbent is a fair housing and equal opportunity specialist in the administration of the Department's civil rights-related program requirements, in connection with Title VIII of the Civil Rights Act of 1968, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act, and other relevant Executive Orders and regulations. The incumbent undertakes a wide variety of assignments which may be in the areas of enforcement, compliance and/or program

operations, working in conjunction with other Equal Opportunity Specialists, HUD program staff, and counsel.

## DUTIES

### ENFORCEMENT

Intakes/Assesses, investigates, conciliates, and/or resolves complex, highly sensitive and difficult allegations of discrimination related to housing, and employment.

Conducts systemic housing discrimination complaints, which affect large numbers of minorities and women, or which have been in effect for a substantial period of time, resulting in institutional or flagrant housing discrimination patterns of practices.

Interviews complainants and witnesses to obtain evidence relevant to the allegation of discrimination.

Contacts respondents to serve charges, explains respondent's rights and obligations under the law, and conducts interviews to obtain evidence.

Interviews recipient officials and representatives, citizen groups, and others to obtain relevant information.

Prepares final investigative reports, critically analyzes evidence, and makes findings and recommendations.

Drafts subpoenas, when required, to obtain documents, records, or testimony.

Drafts letters of determination for the Director.

Works with Fair Housing Assistance Programs Agencies in the implementation of their responsibilities under the Fair Housing Act and other applicable statutes, rules and regulations.

Assists local officials, organizations, and community groups in finding ways to reverse or eliminate patterns or practices that injure those protected by civil rights laws.

Works with all necessary HUD divisions and personnel beyond FHEO as well as appropriate persons and organizations outside of HUD to achieve improvements for protected classes, in close consultation with supervisor or higher management officials.

Develops technical assistance and training activities regarding interpretation of fair housing laws and actively participates in their implementation, for office staff and for state and local equivalent enforcement agencies.

COMPLIANCE

Performs compliance reviews of the fair housing policies/practices of recipients of federal monies, i.e., Public Housing Authorities, Assisted Housing, and other HUD subsidized housing programs.

Secures voluntary compliance and/or attempts conciliation with recipients of HUD funds under Title VI, Section 109, Section 504, and Executive Order 11063. If settlement fails, drafts recommendations for further action on charges.

Prepares final investigative reports or a standard compliance review format which includes specifying issues, presenting facts germane to those issues, critically analyzing evidence, and making findings and recommendations.

Drafts letters of determination.

Interviews complainants and witnesses to obtain evidence relevant to the allegation of discrimination.

Contacts respondents to serve charges, explain respondent's rights and obligations under the law and conducts interviews to obtain evidence.

Interviews recipient officials and representatives, citizen groups and others to obtain relevant information.

Assists in the processing, investigation, and conciliation of housing discrimination complaints of an extremely complex or sensitive nature such as those involving widespread land use, conflicting or potentially unenforceable local occupancy and zoning codes, handicap access under multiple authorities, residential financing and brokerage and appraisal practices, and prepares memoranda raising issues concerning jurisdictional and other legal questions for presentation and consultation with counsel, as needed.

Works with all necessary HUD divisions and personnel beyond FHEO as well as appropriate persons and organizations outside of HUD to achieve improvements for protected classes, in close consultation with supervisor or higher management officials.

Reviews documents pertaining to recipient or respondent practices and policies.

Develops technical assistance and training activities regarding interpretation of fair housing laws and actively participates in their implementation.

### PROGRAM OPERATIONS

Assesses program effectiveness by reviewing fair housing program plans for consistency with program objectives. Identifies operational problems and recommends corrective action.

Gathers and synthesizes facts using information technology to develop statements, findings, and conclusions resulting in position papers which will be disseminated to community-based interest groups, the media, and the general public.

Convenes meetings of persons representing regulated entities, community organizations, and business and industry groups. Some or all such persons may be hostile towards each other and/or towards HUD's involvement.

Develops fair housing plans and strategies to address industry policies and practices or to address areas where existing guidelines have not been effective.

Conducts analysis, fact-finding, facilitation, and negotiations to bring about solutions to civil rights problems in a given locality using information technology and the fair housing planning process.

Maintains an in-depth, up-to-date knowledge of social and economic trends in local communities as they pertain to the concepts, principles, and methods associated with the various HUD programs.

Negotiates resolutions of broad and complex problems where fundamental changes in the policies and operations of the regulated entities are required.

Identifies local situations of laws, policies, practices, and conditions that lead to the clustering, segregation, and isolation of protected classes.

Assists local officials, organizations, and community groups in finding ways to reverse or eliminate patterns or practices that injure those protected by civil rights laws.

Works with all necessary HUD divisions and personnel beyond FHEO as well as appropriate persons and organizations outside of HUD to achieve improvements for protected classes, in close consultation with supervisor or higher management officials.

Reviews documents pertaining to recipient or respondent practices and policies.

Drafts statements on a wide variety of complex or systemic discrimination issues. Prepares replies to written inquiries of a controversial nature or program area.

Develops technical assistance and training activities regarding interpretation of fair housing laws and actively participates in their implementation, for office staff.

Performs a wide variety of complex assignments, working in conjunction with other Fair Housing and Equal Opportunity staff, HUD Program, Counsel staff, and others as needed, to effectively carry out the functions of FHEO.

Maintains continuing liaison with the higher management officials of other Federal agencies administering civil rights programs related to or having an impact on those of HUD, including the Comptroller of the Currency, Federal Reserve Bank, Small Business Administration (SBA), Department of Justice, Federal Bureau of Investigation, Department of Agriculture, General Services Administration, Federal Home Loan Bank Board, and others.

### **Factor 1 - Knowledge Required by the Position**

Thorough knowledge of the rules, regulations, and statutes prohibiting discrimination in housing and employment, and in the use of federal funds for HUD housing, housing management, and community development programs.

Broad knowledge of precedent setting decisions from state and federal courts relating to the above referenced rules and regulations.

Knowledge of problem-solving techniques and a high level of skill in interpreting laws, executive orders, regulations, and court decisions.

Skill in fact finding, analysis, formulating and presenting recommendations, negotiating resolutions of strongly contested issues, and in oral and written communications.

Skill in providing technical assistance to the general public, public officials, and applicants for and recipients of fair housing programs.

Skill in the performance of complex investigations.

Detailed knowledge of the geographical areas being served. This includes a knowledge of the local government and business institutions, as well as social and economic factors that apply

to FHEO issues.

Ability to evaluate programs of civil rights compliance in housing to make an assessment of work activities and to draw valid conclusions.

Skill in the use of computer systems and technology.

### **Factor 2 - Supervisory Controls**

The incumbent is supervised by the Branch Chief who makes work assignments and tracks accomplishments. The incumbent performs independently, exercising judgement in planning and carrying out the assignments, selects the appropriate review, investigative and conciliation techniques to complete the assignment more adequately. The incumbent refers only major complex issues to the supervisor for resolution along with recommendations.

Completed work is reviewed for conformance with general instructions and policies, technical soundness of conclusions and recommendations, and effectiveness of results obtained.

### **Factor 3 - Guidelines**

Guidelines include the broad range of applicable laws and executive orders covering fair housing and equal opportunity, investigation and conciliation manuals, agency directives, agency precedent and pertinent reference and regulatory materials. Guidelines frequently require interpretation in their application to specific situations.

### **Factor 4 - Complexity**

The incumbent must plan, direct and conduct work assignments and recommend decisions on all but the most complex investigations. Incumbent must make decisions regarding what is necessary to produce a legally sufficient report, including planning the project or assignment so that essential facts and issues are fully investigated and reported; make major modification in methods and approach to the problem during the assignment as conditions warrant and sort relevant facts from a vast body of information, opinions and conditions.

Decisions regarding what needs to be done include planning the assignment to efficiently achieve desired results, making major modifications in the investigation plan or negotiation strategy as necessary according to the facts of the case, and determining the relevant facts from a vast body of facts, assertions, opinions and conditions.

**Factor 5 - Scope and Effect**

The purpose of the work includes program management knowledge and technical fair housing expertise. The effect of the work is to eliminate barriers to fair housing and equal opportunity, and to resolve compliance reviews and individual complaints of discrimination.

**Factor 6 - Personal Contacts**

Contacts are with the general public, complainants, respondents, management officials, attorneys, managers of real estate firms, financial institutions and public agencies, etc. Each contact is different and independent and the role and authority of participants is usually developed during the course of the meeting or interview.

**Factor 7 - Purpose of Contact**

The purpose of the contacts is to interview persons and discuss controversial issues to obtain information and opinions from individuals or groups who may be skeptical or hostile to the purpose of the interview. Incumbent must maintain control of the situation during all contacts so as to expedite investigations and negotiations of settlements and obtain needed information.

**Factor 8 - Physical Demands**

The work requires periods of physical exertion such as extended periods of intensive negotiation or conciliation without rest periods. It includes meeting with parties, to conciliate complaints and voluntary compliance agreements, in intensive conciliation or negotiations sessions, for periods of four hours or longer. The work requires specific, but common physical characteristics and abilities, such as above average agility, physical and emotional stamina, and resistance to fatigue. Physical exertion involves prolonged stooping, kneeling, and bending to obtain data from files and occasional brief visits to sites during the fact-finding phase.

**Factor 9 - Work Environment**

In addition to working in an office setting, which involves everyday risks and discomforts, the work regularly include visits to construction and geographical areas which may pose a threat of physical violence or that may involve moderate discomforts or risks. Work and physical movements must be carefully planned to avoid particular dangers.