

**POSTING DETAILS:**

**POSITION:** Associate General Counsel for Ethics, Appeals and Personnel Law

**LOCATION:** Washington DC, U.S. Department of Housing And Urban Development, Office of General Counsel

**Open & closing dates**

2017-08-21 to 2017-09-06

**Salary**

\$124,406 to \$187,000 / per year

**Pay scale & grade**

ES 00

**Series**

0905 Attorney

**Appointment type**

Permanent, Career

**Work schedule**

Full Time Senior Executive Service (SES)

**Job announcement number**

ER-17-001

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**HOW TO APPLY:**

Visit: <https://www.usajobs.gov/GetJob/ViewDetails/477544400>

## Job Overview

### Summary

#### About the Agency

The Department of Housing and Urban Development (HUD) is the Nation's housing agency committed to strengthening the Nation's housing market to bolster the economy and protect consumers; meet the need for quality affordable rental homes; utilize housing as a platform for improving quality of life; and build inclusive and sustainable communities free from discrimination.

This position is located in the Office of General Counsel, Office of Ethics, Appeals, and Personnel Law. The incumbent will serve as one of eight Associate General Counsels and, as such, is given considerable latitude and independent authority to administer certain functional and/or programmatic responsibilities of the Office of General Counsel. Each Associate General Counsel directs and supervises the activities of a substantial portion of the professional and support staff of the Office of General Counsel.

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#### Duties

The Associate General Counsel for the Office of Ethics, Appeals and Personnel Law (OEAPL) supervises and provides legal services pertaining to the programs and functions relating to personnel and ethics law. The incumbent serves as a legal advisor to the Office of the Chief Human Capital Officer; and all Assistant Secretaries as related to employment law matters and ethics needs.

The Office of Ethics, Appeals, and Personnel Law, which the Associate General Counsel supervises and manages, consists of two divisions: the Personnel Law Division and the Ethics and Appeals Division. Each Division is headed by an Assistant General Counsel who reports directly to the Associate General Counsel. The activities assigned to each Division are as follows:

##### *1. Personnel Law Division*

The Personnel Law Division provides advice to HUD program and field offices on an array of Federal personnel laws and regulations related to discriminatory employment practices, whistleblower protection actions, labor relations, adverse actions, personnel actions, employment grievances and garnishments. The Division represents the Agency in administrative hearings and other proceedings before the Merit Systems Protection Board (MSPB), the Equal Employment Opportunity Commission (EEOC), and the Federal Labor Relations Authority (FLRA). The Personnel Law Division also serves as the agency's liaison to the Office of Special Counsel (OSC) in matters related to investigations of OSC complaints. Additionally, the Division serves as Agency Counsel and assists Assistant United States Attorneys defending employment cases filed against the agency in Federal Court.

##### *2. Ethics and Appeals Division*

The Ethics and Appeals Division provides advice and counsel to principal staff, management officials, and HUD employees on extremely confidential and sensitive issues, to ensure they adhere to the highest ethical standards. These issues relate to employee standards of conduct, financial disclosures and the

criminal conflicts of interest under federal law. The Division also provides counseling, training and legal opinions on political and official travel, the Hatch Act, gift acceptance and post-government employment restrictions.

The Ethics and Appeals Division provides oral counsel and written advisory opinions on the applicability of Federal Criminal Conflict of Interest statutes, the Executive Branch Standards of Ethical Conduct, HUD's Supplemental Standards of Conduct, the Hatch Act, the HUD Reform Act, and other related authorities. The Division works closely with HUD's Office of Inspector General, the Chief Human Capital Officer, and the Personnel Law Division in connection with employee disciplinary matters involving alleged ethics violations. The Division carries out an ambitious ethics training program for HUD employees and works closely with program offices to assure that the HUD Reform Act's provisions are adhered to in all activities related to the Department's grant assistance programs. The Division manages and reviews all Public and Confidential Financial Disclosure reports filed by designated HUD employees. In a highly confidential manner, the Division works with the Office of Government Ethics and the White House Office of Counsel to review the financial holdings of prospective presidential nominees for senior Department positions in order to avoid any actual or prospective conflicts-of-interest. This Division is tasked with streamlining the bureaucratic process associated with all ethics matters and to assure the responsiveness of the office to issues raised by the Secretary, Assistant Secretaries, the Department, and outside recipients and users of HUD programs. The Division also provides advice and guidance to the Secretarial Designee who has the authority to render opinions on appeals of certain Administrative Law Judge decisions. Additionally, the office is responsible for handling appeals of FOIA decisions.

## **Job Requirements**

### **Key Requirements**

- Must be a US Citizen.
- Must be able to obtain and maintain a Public Trust security clearance.
- A one-year SES probationary period required if not previously completed.
- Must meet Mandatory Technical Qualifications (MTQs).
- Will be required to completed a Public Financial Disclosure Report, SF-278.

### **Qualifications**

As a basic requirement, you must have progressively responsible executive leadership and supervisory experience that is indicative of senior executive level managerial capability. This experience should be sufficiently broad in scope and at a major management level in a large or complex organization. Typically, experience of this nature will have been gained at or above the GS-15 grade level in the Federal service, or its equivalent with state or local government, the private sector, or non-government organization. Your experience should demonstrate that you have the knowledge, skills and abilities to successfully fulfill responsibilities inherent in most SES positions.

If your experience does not include these basic qualifications, you will not be determined to be qualified for this position.

## MANDATORY TECHNICAL QUALIFICATIONS (MTQs):

In addition to the qualifying experience, applicants must possess the following technical qualifications that represent the knowledge, skills, and abilities essential to perform the duties and responsibilities of the position.

1. Law degree and admission to the Bar by the authority of one of the 50 states, one of the territories of the United States, the District of Columbia, or the commonwealth of Puerto Rico. In addition, the incumbent must be an active member in good standing with the Bar.
2. Demonstrated ability to manage human resources and communicate with high level officials within and outside a large organization.
3. Demonstrated ability to provide legal services, including resolution of constitutional, statutory, regulatory, operational or litigation issues.
4. Demonstrated knowledge of Federal personnel laws and regulations.
5. Demonstrated knowledge of Government-wide standards of ethical conduct regulations, the criminal conflict of interest statutes (18 U.S.C. §§ 201-209), the HUD Reform Act of 1989, or the rules of professional responsibility.

## EXECUTIVE CORE QUALIFICATIONS (ECQs):

Introduction: The ECQs were designed to assess executive experience and potential - not technical expertise. They measure whether an individual has the broad executive skills needed to succeed in a variety of SES positions - not whether they are the most superior candidates for a particular position. Examples of good qualifications statements and the use of the C-C-A-R model (Challenge/Context/Actions/Results), the preferred method of writing your ECQs is provided in OPM's Guide to SES Qualifications: <http://www.opm.gov/ses/recruitment/ecq.asp>

Format: For each of the five ECQs, provide at least one example of your qualifications using the four C-C-A-R elements. 1. Challenge - Describe a specific problem or goal. 2. Context - Talk about the individuals and groups you worked with, and/or the environment in which you worked to tackle a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale.) 3. Action - Discuss the specific actions you took to address a challenge. 4. Results - Give specific examples of the results of your actions. These accomplishments demonstrate the quality and effectiveness of your leadership skills.

**NOTE:** Your responses to the five ECQs must describe the context and the results of your achievements in lay terminology, free of jargon and excessive reliance on acronyms.

**ECQ 1 - LEADING CHANGE** - This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. (Leadership Competencies: creativity and innovation, external awareness, flexibility, strategic thinking and vision).

**ECQ 2 - LEADING PEOPLE** - This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive

workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. **(Leadership Competencies: conflict management, leveraging diversity, developing others and team building).**

**ECQ 3 - RESULTS DRIVEN** - This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. **(Leadership Competencies: accountability, customer service, decisiveness, entrepreneurship, problem solving and technical credibility).**

**ECQ 4 - BUSINESS ACUMEN** - This core qualification involves the ability to manage human, financial, and information resources strategically. **(Leadership competencies: financial management, human capital management and technology management).**

**ECQ 5 - BUILDING COALITIONS** - This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and Local governments, nonprofit and private-sector organizations, foreign governments, or international organizations to achieve common goals. **(Leadership Competencies: partnering, political savvy and influencing/negotiating).**

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**To be considered for this position, you must submit a written statement addressing each of the Three (3) MTQs and five (5) ECQs. Failure to address both the MTQs and ECQs as set forth below will adversely affect your chances for referral or selection.**

**Current, former career SES employees, or OPM/QRB Candidate Development Program (CDP) candidates are not required to address the ECQs but must address the MTQs.**

J.D. degree required.

Active member of the bar (any U.S. jurisdiction) required.