

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**POSITION DESCRIPTION  
COVER SHEET**

**RECOMMENDED**

**SINGLE FAMILY HOUSING SPECIALIST (OUTSTATIONED)**

6. PAY PLAN: GS      8. SERIES: 1101      7. GRADE: 12

TITLE (OPTIONAL): \_\_\_\_\_      9. INCUMBENT (OPTIONAL): \_\_\_\_\_

**OFFICIAL**

10. TITLE: **Single Family Housing Specialist**

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	1101		12	8-11-98	<input type="checkbox"/> YES <input type="checkbox"/> NO	A. Elizabeth Simms

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st HUD-Housing	5th
2nd DAS for Single Family Housing	6th
3rd Single Family Homeownership Center	7th
4th Quality Assurance Division	8th

Field Review Branch

**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 <i>Chel Stevens</i>	20. DATE 8/10/98	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE Director, Single Family Homeownership Center		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 <i>A. Elizabeth Simms</i>	30. DATE 8-11-98
31. NAME AND TITLE <i>A. Elizabeth Simms, Sup Personnel Mgt Spec</i>	
32. OPM CERTIFICATION NUMBER <i>Max Hal... 05-12</i>	

SINGLE FAMILY HOUSING SPECIALIST, GS-1101-12  
Quality Assurance Division

INTRODUCTION

This position is located under the jurisdiction of the Quality Assurance Division of the Homeownership Center, for the Deputy Assistant Secretary for Single Family Housing. The position is responsible for conducting on-site reviews of FHA approved lenders to determine their compliance with Title I and II requirements. This position requires the application of a high level of skill in evaluation techniques and a broad knowledge of the specific problems, which are difficult. The problem solution may be controversial. Requires the ability to persuade and motivate responsible officials to change major program policies and procedures. The scope and impact of these assignments are of significance to the management of the single-family housing programs.

DUTIES AND RESPONSIBILITIES

Acts as HUD specialist and advisor on the lender origination and servicing practices required for compliance with Title I and Title II, Fair Housing and RESPA. Employs judgment and initiative in the selection and interpretation of statutory, regulatory, handbook and other requirements that are applicable to the risk management function. Exercises judgment in interpreting and applying guidelines in responding to and solving problems and dealing with controversial issues.

Performs various periodic on-site reviews of Title I and Title II lenders to determine compliance with loan origination and servicing procedures and requirements, Fair Housing and RESPA. Analyzes data independently obtained from contact in HUD offices, the industry sources, local government offices and from the general public.

Identifies actions necessary for the correction of the lender's deficiencies, requiring compromise within the framework of risk management and cooperation between various Headquarters and field personnel.

Ensures that appropriate action is taken to correct inadequacies. Recommends further action, if appropriate, and follows-up on corrective actions.

Recognizes facts and evidence and is able to assemble, correlate and analyze data obtained in reviews and investigations. Prepares correspondence, technical back-up documentation, status reports, schedules and other information.

Writes in a concise, clear manner and fully documents all reports. When appropriate, prepares referrals for administrative or enforcement action.

Identifies and formulates plans or policies for insured programs relating to risk management and participant monitoring. Recommends amendments to statutes,

regulations and handbooks. Participates in establishing HUD policy and procedure formulation affecting lenders, for the Headquarters Office of Lender Activities and Program Compliance.

Investigates and gathers evidence for use by the Division and/or HUD Headquarters in administrative proceedings, civil cases and criminal referrals. Seeks out individuals to serve subpoenas or conducts interviews. Participates as a government witness in administrative, civil or criminal cases, or cases brought by other Federal and State agencies.

#### SUPERVISION RECEIVED

This position is under the Quality Assurance Division in the Homeownership Center. The incumbent will work independently or in conjunction with other Single Family Specialists. Completed work is evaluated in terms of overall effectiveness in achieving program objectives and for soundness of judgment. The incumbent operates in general, independently, resourcefully and with minimal supervision. The incumbent may be located in the Homeownership Center, or stationed in an office in a city under the jurisdiction of that Homeownership Center.