

**POSITION DESCRIPTION
COVER SHEET**

PD # W04745

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>

COMMENDED

4. TITLE Administrative Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 301	7. GRADE (2) 09
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE Administrative Specialist						
11. PP (2) GS	12. SERIES (4) 301	13. FUNC.(2)	14. GRADE(2) 09	15. DATE (mm/dd/yyyy) 07/12/04	16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) Wm. Scott Fox

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th
2nd Assistant Secretary for Housing - FHC	6th
3rd DAS for Affordable Housing Preservation	7th
4th Headquarters Portfolio Management Office	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 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 (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME	24. SECOND LEVEL SUPERVISOR'S NAME Sean G. Cassidy		
21a. SUPERVISOR'S TITLE	24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary for Housing		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-6	950	6. Personal Contacts	6-3	60	
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	7-1	20	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-3	150	9. Work Environment	9-1	5	
5. Scope and Effect	5-3	150	TOTAL POINTS		1890	
					GRADE	09

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE Wm Scott Fox	30. DATE (mm/dd/yyyy) 07/12/04
31. NAME Scott Fox	31a. TITLE Human Resources Specialist
REMARKS FLSA Exempt, FPL GS-09	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A KEY DATA

ACTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6) 1004745	5. GRADE (2) 09	6. IP NUMBER (8) 00094106
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 301	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6) 9999	5. OFF. TITLE (38) Administrative Specialist				
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 8		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA		9. INTERDIS. CD (1) N = No Y = Interdis.	10. DATE CLASS (mm/dd/yyyy) 07/12/04	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT/ACT (1) A = Inactive A = Active		13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	15. AGCY. USE (10)
16. INTERDIS. SER. (40)								
(4) (4) (4) (4) (4) (4) (4) (4) (4)								
17. INTERDIS. TITLE CD. (50)								
(5) (5) (5) (5) (5) (5) (5) (5) (5)								

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (2) ON		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS (3) 1NU		5. COMP. LVL. (4) 9999							
6. WK. TITLE CD. (4)		7. WK. TITLE (38)													
8. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")								9. VAC. REV. CD. (1)							
.st 83	2nd 11	3rd 13	4th 2500	5th 02	6th	7th	8th	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 GC. (2) 09		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) N		13. DUTY STATION (9) State (2) City (4) County (3) 11 0010 001		14. BUS. CD. (4) 0015		15. DATE LAST AUDIT. (mm/dd/yyyy) 07/12/04		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 07/12/04	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis GEG 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DATE REQ. REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y = Perm N = Other					
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)															
Normal Act		Maintenance Review Act		Results											
1 = Desk Audit		5 = Desk Audit		1 = No Action Req.		5 = Series Change		9 = Other							
2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade									
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade									
4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change		8 = New Pos.									
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) A = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4) 0001		28. INT. ASGN. SER. (4)		29. AGCY USE (8)			
30. CLASSIFIER'S SIGNATURE										31. DATE (mm/dd/yyyy) 07/12/04					
32. REMARKS															

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Administrative Specialist, GS-301-09

LOCATION: Headquarters Portfolio Management Office, Office of Affordable Housing Preservation, Office of Housing, Washington, DC

INTRODUCTION:

The Office of Affordable Housing Preservation (OAHP) is located in the Office of Housing and is responsible for the preservation of affordable housing supported, insured or assisted by HUD and other Federal entities. Preservation efforts will include the development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages, supported by Section 8 assistance. It will also include the financial and physical restructuring of affordable housing and other like projects in which HUD has an interest, to improve their long term viability, and the recapitalization of other multifamily and single family housing including those in other Federal affordable housing programs as requested and required by Federal rules and legislation. Many of OAHP's efforts effect the preservation of housing through oversight, monitoring, and evaluation of processes and procedures carried out by third parties such as Participating Administrative Entities (PAEs) who are responsible for the initial evaluation, as assigned by OAHP, of affordable housing and like projects with the purpose of proposing plans to OAHP and other stakeholders for long term preservation. In addition, OAHP will undertake other preservation responsibilities as assigned through the Office of Housing, to include current preservation programs as appropriate as well as development of new programs to address identified needs in projects or portfolios in which HUD has an interest, in keeping with the Department's commitment to preservation. In conducting the business of preservation of affordable housing, OAHP is responsible for ensuring compliance with relevant laws and statutes.

Under the supervision of the Deputy Assistant Secretary (DAS), the incumbent performs administrative and management function of the office and provides technical advice and guidance to supervisors and employees and on all phases of OAHP administrative management programs. Also, gathers and analyzes factual data in various administrative program areas and other preservation activities undertaken by OAHP and coordinates with OAHP management to provide solutions to moderately difficult administrative problems.

DUTIES AND RESPONSIBILITIES:

- Oversees all administrative aspects of the Office of Affordable Housing Preservation. Applies overriding HUD requirements and analyzes unique operations to determine policies and procedures that will insure smooth, effective, and efficient administrative practices. Applies knowledge of effective work organization and work flow methods, confers with managers to obtain insight into causes of backlogs, resource difficulties, etc. and applies

knowledge of administrative practices and program requirements to develop solutions, drafts administrative instructions and policy memos, and assures that staff are trained in new procedures.

- Responds to inquiries from management staff regarding administrative policies and procedures involving such matters as leave, time and attendance, employee benefits, merit promotions, with-in grade increases, recruitment, etc.
- Maintains a current knowledge of administrative policies and procedures. Obtains needed information or decisions from supervisors on problems that arise. Gives training in accordance with established administrative procedures and practices. As necessary, trains management and staff as changes in administrative programs and procedures occur.
- Serves as primary liaison between the Director and OAHP staff. Responsible for automated systems security access and troubleshooting.
- Provides the Director with data and reports on various administrative matters. Ensures that the data entered is accurate, making corrections as necessary.
- Administers systems for tracking executive assignments and correspondence (Congressional Inquires, Chairman's Correspondence, GAO and IG audits, etc.). Prepares and review reports. Advises Director and OAHP management of outstanding or overdue items. Ensures proper tracking of documents and compliance with assigned due dates.
- Responsible for office equipment and supply requisitions. Assesses and makes recommendations for supplies, equipment and furniture purchases, equipment repairs, etc.
- Participates in major conferencing planning, which includes travel arrangements, hotel accommodations, general facilities/meeting room setting, agenda preparation, etc.

FACTORS:

1. Knowledge Required by the Position

FL 1-6 – 950 Points

Knowledge of established administrative practices and procedures. Ability to quickly learn the mission of the organization and to apply improved administrative practices to its operations.

Knowledge of HUD's general office administrative procedures and policies.

Knowledge of HUD programs and general office administrative procedures.

Knowledge of HUD personnel management, travel, and procurement procedures.

Expert knowledge of grammar, spelling, punctuation, and formats.

Skill in the operation of a word processor and a personal computer.

Skill in planning and organizing.

Ability to effectively communicate both orally and in writing.

Ability to make a well-balanced and accurate judgment.

Ability to work in harmony with supervisor and other employees.

2. Supervisory Controls

FL 2-3 – 275 Points

The incumbent performs assignments under the general direction of the DAS and may receive assignments directly from the DAS or other senior management. Work assignments are given in terms of specific issues and work processes to be analyzed and revised. The supervisor indicates priorities and is available for additional guidance as needed. Work is reviewed for compliance with objectives and overall effectiveness to the organization.

3. Guidelines

FL 3-3 – 275 Points

Work is covered by general policies and specific HUD procedures such as the Department's internal delegations of authority. HUD manuals and other standard references are available. The incumbent must interpret and apply these policies and procedures to factual situations, making sound decisions as such. Guidelines include directives, policies, manual and procedural instructions on such issues as attendance and travel. Often regulations or procedures do not apply to the situation because of the uniqueness of the organization, and will vary as new and different preservation activities are undertaken by the Office.

4. Complexity

FL 4-3 – 150 Points

The work is administrative in nature and requires independent coordination of tasks due to the volume of assignments and tight time constraints with which the incumbent is restricted to in order to accomplish tasks. Assignments are highly sensitive and confidential and cross various organizations and/or groups.

5. Scope and Effect

FL 5-3 – 150 Points

The incumbent's approach, technique, and effectiveness in completing assignments will have a direct impact on the overall operation of OAHP employees. Incumbent must be willing to adapt self to changing duties, including new duties that will arise from other preservation programs undertaken by OAHP; must exercise a high degree of judgment, tact, diplomacy, and must be able to work with employees at all levels effectively and with an attitude of helpfulness and understanding. The scope of the organization is nation-wide and involves billions of dollars.

6. Personal Contacts

FL 6-3 – 60 Points

The incumbent will have substantial contact within the OAHP and other HUD offices as well as some contact with contractors and the general public. Supervisor handles more controversial contacts.

7. Purpose of Contacts

FL 7-1 – 20 Points

Contacts are for the purpose of coordinating, directing or advising on administrative office procedures or to provide and obtain information, to discuss problems, to request or require that work be done, to persuade individuals to a course of action, or to answer questions.

8. Physical Demands

FL 8-1 – 5 Points

No unusual physical demands are required for this position. Assignments are often under pressure situations.

9. Work Environment

FL 9-1 – 5 Points

Work will be performed in a typical office setting.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

ORGANIZATIONAL LOCATION: Office of Affordable Housing Preservation

PROPOSED CLASSIFICATION: Administrative Assistant, GS-303-9

RECOMMENDED CLASSIFICATION: Administrative Specialist, GS-301-9

INCUMBENT: New Position (Vacant)

REFERENCES:

- (a) OPM Position Classification Flysheet for Miscellaneous Clerk and Assistant Series, GS-303, TS-37, 11/79 and TS-34, 1/79
- (b) OPM Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-301, TS-34, 1/79
- (c) OPM Position Classification Flysheet for Administrative Officer Series, GS-341, TS-72, 2/68 and TS-63. 8/66
- (d) OPM Position Classification Standard, Administrative Analysis Grade Evaluation Guide, TS-98, 8/90

BACKGROUND: This position provides the primary administrative support for the Headquarters Portfolio Management Office, Office of Affordable Housing Preservation at HUD headquarters. The purpose of that organization is to support low income housing preservation efforts by developing and executing restructuring agreements, overseeing third party efforts to carry them out, and administering these agreements to include reimbursements through vouchering.

SERIES/TITLE DETERMINATION: The position exceeds the clerical work described in reference (a) because it requires knowledge of work organization and workflow methods, ability to analyze the unique work processes of the Housing Preservation Program, and skill in establishing guidelines to improve efficiency of administrative operations. Because of the unique blend of administrative and program knowledges it does not meet the definition of any other series covering administrative processes and is considered to be properly assigned to the GS-301 series as defined in reference (b). There are no specific titles prescribed for this series. Management indicated a preference for the title "Administrative Assistant"; however, this title is not appropriate for positions at the GS-09 grade level. Therefore the title "Administrative Specialist" is determined appropriate for this position.

GRADE LEVEL DETERMINATION: Reference (d) is used to determine the grade level of the position. It is in Factor Evaluation System format.

Factor 1, Knowledge Required by the Position **Level 1-6** **950 points**

This position has been reengineered for recruitment and does not require the same level of organizational knowledge required at the full performance level. Although the work somewhat matches the illustration found at Level 1-7, this difference is considered significant and Level 1-6 is assigned.

Factor 2, Supervisory Controls **Level 2-3** **275 points**

At Level 2-3, the supervisor provides specific guidance with assignments, assigns priorities and reviews completed work for consistency, accuracy of facts and practicality of recommendations. Because this is a learning situation, the level of supervision is more consistent with Level 2-3 than that provided at the full performance level, which has been evaluated at Level 2-4.

Factor 3, Guidelines **Level 3-3** **275 points**

As at Level 3-3, in this position guidelines consist of standard references and manuals covering the subjects involved. There are a wide variety of administrative and procedural guidelines to be applied. Judgment is required to choose the appropriate guideline and to determine the relationship of guidelines to organizational efficiency. At Level 3-4, guidelines consist of consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. The position does not meet this level.

Factor 4, Complexity **Level 4-3** **150 points**

Complexity at Level 4-3 involves studies to improve existing procedures and assessment of issues that involve some variables, but are normally administrative or general management concerns. This is identical to the position in question. At Level 4-4, the work requires analysis of interrelated issues that effect efficiency and productivity of substantive mission-oriented programs. While there is a requirement for mission knowledge and the potential for impact on customers, it is only in the administrative areas not in the substantive ones.

Factor 5, Scope and Effect **Level 5-3** **150 points**

At Level 5-3, the purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in administrative support activities. At Level 5-4, the work is directly involved with program operations. The position matches level 5-3 and is similar to the first illustration of that level described on page 18,

Factor 6, Personal Contacts **Level 3a** **80 points**
And

Factor 7, Purpose of Contacts

The supervisor handles the more controversial contacts until the incumbent gains full knowledge of the organization. The purpose of the incumbent's contacts is primarily factual exchange. Therefore, this factor matches level 3, situation a for this factor. By application of the chart on page 23, this

combination is awarded 80 points.

Factor 8, Physical Demands

Level 8-1

5 points

There are no unusual physical demands associated with the work of this position; the work is sedentary.

Factor 9, Work Environment

Level 9-1

5 points

The work is performed in an office setting.

Total

1890 points

CONVERSION AND FINAL DETERMINATION:

1890 points fall in the range of 1855-2100 and converts to GS-9. Therefore, this position is classified as Administrative Specialist, GS-301-9.