

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"/>

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED

4. TITLE Closing Coordinator	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 13
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE Closing Coordinator						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 13	15. DATE (mm/dd/yyyy) 07/12/04	16. I/A <input type="checkbox"/> yes <input checked="" 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 Washington DC Preservation 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 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 (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy) 7/12/04
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	1-8	1550	6. Personal Contacts	6-3	60	
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	7-3	120	
3. Guidelines	3-4	450	8. Physical Demands	8-1	5	
4. Complexity	4-4	225	9. Work Environment	9-1	5	
5. Scope and Effect	5-4	225	TOTAL POINTS		3290	
					GRADE	13

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 <i>Wm Scott Fox</i>	30. DATE (mm/dd/yyyy) 07/12/04
31. NAME Scott Fox	31a. TITLE Human Resources Specialist
REMARKS FLSA Exempt, FPL GS-13	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. ICTION (1) AC/D/IR	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 13	6. IP NUMBER (8)
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 1101		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6) 9999		5. OFF. TITLE (38) Closing Coordinator					
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1		7. SUP. CD. (1) 8				8. CLASS. STD. CD. (1) X Blank = NA		9. INTERDIS. CD (1) N 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 1 = 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)	
17. INTERDIS. TITLE CD. (50)													
(5)		(5)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt E		2. FIN. DIS. REQ. (2) ON 0 = None 1 = CD219 2 = CD220		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS (3) 1NU 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 9999													
6. WK. TITLE CD. (4)		7. WK. TITLE (38)																			
*G.STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*)								9. VAC. REV. CD. (1)													
1st 83	2nd 11	3rd 13	4th	5th	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) 13		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) N Blank = NA Y = Yes		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 Y = Perm N = Other	
22. MAINT.REV./CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results)																					
Normal Act				Maintenance Review Act				Results				9 = Other									
3		1 = Desk Audit		5 = Desk Audit		3		1 = No Action Req.		5 = Series Change											
		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 1 = 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: Closing Coordinator, GS-1101-13

LOCATION: Washington DC Preservation Office, Office of Affordable Housing Preservation (OAHP), A/S for Housing

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.

The incumbent serves as a Closing Coordinator in the Washington DC Preservation Office, Office of Affordable Housing Preservation (OAHP). This position has the responsibility for planning, reviewing, analyzing, coordinating, interpreting, applying, and making recommendations on matters relating to Participating Administrative Entities (PAEs) and other like entities in the performance of their duties in repositioning market rents, underwriting, and debt restructuring recommendations. In performing these duties, the incumbent considers decisions, policy determinations, agency regulations and guidelines, agency goals and objectives, delegations of authority specific to the PAE and consistent with OAHP guidance and congressional mandates. This includes closings for current preservation programs and other preservation activities assigned to or undertaken by OAHP.

DUTIES AND RESPONSIBILITIES:

- Provide advice and assistance to the PAEs in the closing process:
 - assists in the setting up of the closing process
 - reviews PAE procedures
- Monitors the Partial Payment of Claim Process; reviews the package submitted by the PAE.
- Monitors submission of closing dockets and original recorded OAHP documents
- Monitors correction of closing docket errors, ensures that corrections were made satisfactorily, and approves resubmission of the closing docket to HQ closing.
- Stays abreast of HUD and OAHP policies, housing industry, tax, financing, and real estate policies.
- Coordinate OAHP's actions to remove identified barriers to smooth transaction flow.
- Serves as a facilitator within OAHP for the PAEs, to minimize or resolve actual or perceived backlogs within OAHP and HUD.
- Conducts reviews and performs monitoring activities of OAHP's actions regarding the progress of PAEs, to ensure OAHP's regulations, implementing guidance and other procedures are being followed. These activities are conducted on a regional basis.
- Assists in maintaining and enforcing a high degree of confidentiality in business matters between OAHP and PAEs, due to the sensitive nature of the issues.
- Writes, edits and updates reports, manuals, procedures, correspondence, and memoranda regarding OAHP.
- Researches available database, takes actions to assure information and data are correct and accurate, and responds in a timely manner by sending the completed documents to the appropriate offices or requesting parties.

- Works under the direction of the Director, Preservation Field Office to implement closing procedures for preservation programs and activities assigned to or undertaken by OAHP.

FACTORS:

1. Knowledge, Skill and Ability Required

Expert knowledge of closing practices for FHA loans, and closings with multiple funding sources in addition to FHA-insured loans.

Knowledge of real estate finance including mortgage documents, deeds of trust, security agreements, cash flow participation features, and subordinate liens.

Ability to use sound judgment in decision-making.

Ability to plan, direct, implement and oversee a process with multiple parties and tight timelines for action.

Ability to be organized, set priorities, and complete actions in an environment with numerous activities to be completed at any given point in time.

Ability to prioritize and concurrently coordinate closing processes on multiple preservation programs and activities.

2. Supervisory Controls

Works under the administrative supervision of the Washington DC Preservation Office Director with a minimum of direction and review. Final work products are reviewed in terms of accomplishing the agency's goals and objectives.

3. Guidelines

Guidelines include HUD, OAHP, Section 8, FHA mortgage insurance, mortgage banking practices, regulations, and statutes, some of which allow flexibility and must be modified to achieve the OAHP goals.

4. Complexity

The incumbent performs highly complex assignments and long-range projects independently, and on multiple preservation programs and activities simultaneously. Issues dealt with are sensitive, confidential, and extremely complicated. Assignments require extensive coordination and highly technical advisory work.

5. Scope and Effect

Projects or assignments performed have a critical effect on the nationwide operations and success of OAHP. Failure to effectively perform the various duties and responsibilities of the position could result in substantial financial loss to OAHP and HUD.

6. Personal Contacts

Personal contacts are with supervisors and staff with closing responsibilities in all OAHP production offices, HUD Multifamily Claims/ Note Servicing/ and Insurance Operations (and their contractors), and all parties to the restructuring, including PAE, PAE Attorney, Existing Lender, Existing Servicer, New Lender, New Lender Attorney, New Servicer, Owner, Owner Attorney, Closing Escrow Agent, Property Manager, and Title Company.

7. Purpose of Contacts

Contacts are generally to advise on, interpret, coordinate, or resolve complex issues relative to the restructuring program of OAHP and HUD.

8. Physical Requirements

No unusual physical demands are required for this position.

9. Work Environment

Work is performed in a typical office setting. Minimal travel may be required.

EVALUATION STATEMENT

PROPOSED POSITION: Closing Coordinator, GS-1101-13

PRESENT POSITION: NEW

LOCATION: Washington DC Preservation Office, OAHP, Office of Housing

INCUMBENTS: VARIOUS

REFERENCES: OPM, PCS's for Realty series GS-1170, Appraising series GS-1171, Housing Management series GS-1173 and General Business and Industry series GS-1101.

INTRODUCTION: The Office of Affordable Housing Preservation 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.

The incumbent serves as Closing Coordinator in the Washington DC Preservation Office. The incumbent has responsibility for planning, reviewing, analyzing, coordinating, interpreting, applying, and making recommendations on matters relating to PAE's and other like entities in the performance of their duties. Provides advice and assistance to the PAE's in the closing process.

Title and Series Determination: The duties and responsibilities of the subject position are varied and different in all aspects as it relate to the Affordable Housing Preservation efforts. The GS-1170 and GS-1171 were considered and eliminated because the work of this position is not directly related to the acquisition or management of real property. The GS-1173 was considered and eliminated because the work is not directly related to managing housing projects, billeting facilities, and other living quarters. The appropriate series is the GS-1101 which includes all classes of positions the duties of which are to administer, supervise, or perform any combination of work characteristic of two or more series in this group where no one type of work is series controlling. The GS-1101 standard does not prescribe titling for positions allocated to this series. The titling of this position is in accordance with the introduction to the Position Classification Standard. The title and series is: Closing Coordinator, GS-1101.

Grade Level Determination: The GS-1101 standard does not have grade level criteria so the GS-1173 which is described in the nine factor format is utilized for grade level determination.

Factor 1- Knowledge required by the position: This factor measures the nature and extent of information or facts that the employee understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles and concepts) and the nature and extent of the skills necessary to apply that knowledge. At this level the position requires the incumbent to apply a mastery of policies, principles and methodologies, functioning as technical expert doing work that involve complex issues. The incumbent uses knowledge and skill to resolve conflicts in policy and program objectives. LEVEL 1-8 is Assigned 1550 Points.

Factor 2- Supervisory Controls: This factor covers the nature and extent of direct or indirect controls exercised by the supervisor or another individual over the work performed, the employee's responsibility and the review of the completed work. In this position the supervisor provides administrative direction with assignments in terms of broadly defined objectives and deadlines. The employee has responsibility for independently carrying put programs, projects, studies or other work. The work is reviewed for fulfillment of program objectives. LEVEL 2-5 is Assigned 650 Points.

Factor 3- Guidelines: This factor covers the nature and extent of guidelines and the judgment employees need to apply them. Positions at this level are characterized by the availability of agency guidelines, policies, program management guidelines, legal opinions or precedents. The incumbent is required to select, adapt, and apply housing policies and principles to assignments. LEVEL 3-4 is Assigned 450 Points.

Factor 4- Complexity: This factor covers the nature, number, variety, and intricacy of tasks, steps, processes or methods in the work performed, what needs to be done, and the difficulty and originality involved. Work at this level consists of continuing assignments involving direct responsibility for one or more housing projects. The work typically involve the application of a full range of methods, and processes related to the housing program. Decisions on what needs to be done require the assessment of such operations project organization and fiscal management; analysis of problem areas or deficiencies; determining the feasibility for improvement. LEVEL 4-4 is Assigned 225 Points.

Factor 5- Scope and Effect: This factor covers the relationships between the nature of the work and the effect of work products or services both within and outside the organization. At this level the purpose of the work is to provide expertise in housing techniques and methodologies by furnishing advisory services on specific problems, projects, programs and functions. The work product affects major segments and activity areas of the agency's housing program. LEVEL 5-4 is Assigned 225 Points.

Factors 6- Contacts: This factor include face-to-face and remote dialog with persons not in the supervisory chain. At this level contacts include a variety of management officials, and representatives of public and private agencies. The assignments or objectives dictate the frequency of personal contact. LEVEL 6-3 is Assigned 60 Points.

Factor 7- Purpose of contacts: Purpose of contacts range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals or objectives. At this level the contacts are to advise on, interpret, coordinate and resolve complex issues involving OAHF and HUD.

LEVEL 7-3 is Assigned 120 Points.

Factor 8- Physical requirements: This factor covers any unusual duty involving physical hardship or hazard. The work is principally sedentary. LEVEL 8-1 is Assigned 5 Points.

Factor 9- Work Environment: This factor covers the work area. The work is primarily in an office setting. LEVEL 9-1 is Assigned 5 Points.

TOTAL POINTS ASSIGNED: 3290- which fall within the range of (3155-3600) and equates to the GS-13 grade level.

FINAL CLASSIFICATION: Closing Coordinator, GS-1101-13.