

REASON FOR THIS POSITION

1. NEW 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) 3. REPLACES PD NUMBER (8)

**POSITION DESCRIPTION
COVER SHEET**

UNRECOMMENDED

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

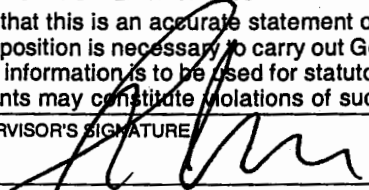
10. TITLE: Closing Coordinator
 11. PP (2): GS
 12. SERIES (4): 1101
 13. FUNC.(2):
 14. GRADE(2): 13
 15. DATE (mm/dd/yyyy): 05/12/04
 16. I/A: yes No
 17. CLASSIFIER (Name): William Scott Fox

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/Chicago 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.

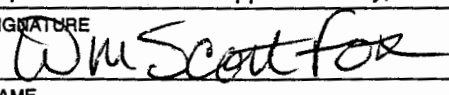
19. SUPERVISOR'S SIGNATURE: 
 20. DATE (mm/dd/yyyy): 05/12/04
 21. SUPERVISOR'S NAME: Sean G. Cassidy
 22. SECOND LEVEL SUPERVISOR'S SIGNATURE:
 23. DATE (mm/dd/yyyy):
 24. SECOND LEVEL SUPERVISOR'S NAME:
 21a. SUPERVISOR'S TITLE: General Deputy Secretary for Housing
 24a. SECOND LEVEL SUPERVISOR'S TITLE:

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	2-4	450	7. Purpose of Contacts	7-3	120	
3. Guidelines	3-4	450	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-5	325	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: 
 30. DATE (mm/dd/yyyy): 05/12/04
 31. NAME: Scott Fox
 31a. TITLE: Human Resources Specialist
 33. OPM CERTIFICATION NUMBER:
 32. MARKS: FLSA Exempt, FPL GS-14

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. ACTION (1) A/C/D/I/R	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	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA X	9. INTERDIS. CD (1) N = No Y = Interdis. N	10. DATE CLASS (mm/dd/yyyy) 05/12/04
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA	12. INACT/ACT (1) A = Inactive A	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 = SF278 4 = AD392 5 = SF849	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	O = Excepted but not A, B, 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 A = No Change	B = Lower Grade C = Higher Grade	D = Different title and/or Series E = New Position/New FTE
10. TARGET GC. (2) 14	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) N	Blank = NA Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)	14. BUS. CD. (4) 0015	15. DATE LAST AUDIT. (mm/dd/yyyy) 05/12/04	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (mm/dd/yyyy) 05/12/04		
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				
3	1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.	5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.	3	1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change	5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.	9 = Other				
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)
05/12/04

32. REMARKS

Duty station code for Washington DC - 11-0010-001
Duty station code for Chicago - 17-1670-031

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Closing Coordinator, GS-1101-13

LOCATION: Preservation Office, Office of Affordable Housing Preservation,
A/S for Housing, Field Offices: Washington DC & Chicago

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 conducting the business of preservation of affordable housing, OAHP is responsible for ensuring compliance with relevant laws and statutes.

Under the supervision of the Director, Field Preservation Office, the incumbent serves as the Closing Coordinator for the Office of Affordable Housing Preservation, Preservation Field Office.

DUTIES AND RESPONSIBILITIES:

Provide advice and assistance to the PAEs in the closing process, assists in the setting up of the closing process, and reviews PAE procedures

Monitors the Partial Payment of Claim Process; reviews the package submitted by the PAE, and ensures it is correct before sending it to HQ closing.

Leads Training on the closing process

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.

Serves as expert resource and principal liaison on closing issues with PAEs and their attorneys.

Factor 1 - Knowledge Required by the Position

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

Comprehensive knowledge of construction escrow funding, release procedures, and construction oversight.

Comprehensive knowledge of HUD, FHA, OAHP, and PAE, their policies and procedures, rules, regulations, and laws.

Comprehensive knowledge of OAHP's general operating rules and regulations sufficient to permit the incumbent to understand the ethical and practical issues relating to PAEs in OAHP's restructuring program.

Skill in interpersonal relationships.

Knowledge of real estate ownership, management, financing and restructuring issues, including some experience in the affordable multifamily housing sector.

Ability to meet and deal with individuals to resolve complex problems; work with complex federal regulations and laws; and establish a smooth working relationship with OAHP personnel whose work and procedures will be reviewed and evaluated.

Ability to work effectively with a diverse range of individuals in unaffiliated organizations in order to accomplish program objectives.

Ability to work under pressure to meet deadlines.

Ability to communicate effectively, both orally and in writing, with co-workers, high-level officials and the general public.

Ability to respect the confidentiality required by the nature of the incumbent's work.

Ability to simultaneously manage and monitor a broad variety of separate projects.

Ability to use sound judgment in decision-making.

Factor 2 - Supervisory Controls

Works under the supervision of the Director. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3 - Guidelines

Guidelines include HUD, OAHP, Section 8, FHA Mortgage insurance, Mortgage banking, Regulations, Policy and statutes, some of which must be modified in order to meet OAHP objectives. Administrative policies and precedents are applicable but are stated in general terms. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

Factor 4 - Complexity

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

Factor 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.

Factor 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. In addition, personal contacts are with OAHP and other HUD Housing senior management who have control over policies and procedures.

Factor 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.

Factor 8 - Physical Requirements

No unusual physical demands are required for this position.

Factor 9 - Work Environment

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

EVALUATION STATEMENT

PROPOSED POSITION: Closing Coordinator, GS-1101-13

PRESENT POSITION: New

LOCATION: Washington DC and Chicago Preservation Office, OAHP, A/S for Housing

INCUMBENTS: Multiple

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 the Closing Coordinator for the Office of Affordable Housing Preservation, Preservation Field Office. The incumbent provides advice and assistance to PAE's in the closing process. Serves as facilitator within OAHP for PAE's to resolve actual or perceived backlogs and barriers.

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. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results. **LEVEL 2-4 is Assigned 450 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. Administrative policies and precedents are applicable but are stated in general terms. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. **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. For this position the assignments are diverse and cover a number of housing programs or projects for which a variety of different advisory functions are required. Decisions regarding what needs to be done include exercise of experienced judgment in adapting conventional methods or techniques to resolve obscure or unique problems. **LEVEL 4-5 is Assigned 325 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. The work involves the development of management policies for the use and operation of agency housing programs. The incumbent of this position serves as the principle expert on housing program matters. **LEVEL 5-5 is Assigned 325 Points.**

Factors 6- Contacts: This factor include face-to-face and remote dialog. The level of this factor consider and take into account what is necessary to make the initial contact and the difficulty of communicating with those contacted. At this level the contacts include a variety of management officials and representatives of public and private agencies. The assignments or objectives dictate the frequency of personal contacts. **LEVEL 6-3 is Assigned 60 Points.**

Factor 7- Purpose of contacts: The purpose of contacts range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints or objectives. This position requires the incumbent to advise on, interpret, coordinate and resolve complex issues involving OAHP 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 primarily 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 falls within the point range of (3155-3600) and equates to the GS-13 grade level.

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

Full Performance level is GS-14