

**POSITION DESCRIPTION
COVER SHEET**

PD# W04739

REASON FOR THIS POSITION

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

COMMENDED

4. TITLE Closing Specialist 5. PAY PLAN (2) GS 6. SERIES (4) 1101 7. GRADE (2) 14

8. WORKING TITLE (Optional)

9. INCUMBENT (Optional)

OFFICIAL

10. TITLE Closing Specialist

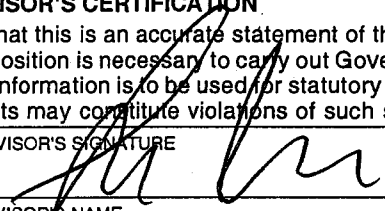
11. PP (2) GS 12. SERIES (4) 1101 13. FUNC.(2) 14. GRADE(2) 14 15. DATE (mm/dd/yyyy) 05/12/04 16. I/A yes No 17. CLASSIFIER (Name) William Scott Fox

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	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 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 22. SECOND LEVEL SUPERVISOR'S SIGNATURE 23. DATE (mm/dd/yyyy)
 21. SUPERVISOR'S NAME Sean G. Cassidy 24. SECOND LEVEL SUPERVISOR'S NAME
 21a. SUPERVISOR'S TITLE General Deputy Secretary for Operations 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	2-5	650	7. Purpose of Contacts	7-3	120	
3. Guidelines	3-5	650	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		3690	
					GRADE	14

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) 04/04/04

31. NAME William Scott Fox 31a. TITLE Human Resources Specialist

REMARKS FLSA Exempt, FPL GS-14 33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

KEY DATA

ACTION (1) A/C/D/I/R	2. DEPT. CD/JAGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6) W04739	5. GRADE (2) 14	6. IP NUMBER (8) 00094100
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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 Specialist		
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 X = New Std. Applied Blank = NA	9. INTERDIS. CD (1) N N = No Y = Interdis.	10. DATE CLASS (mm/dd/yyyy) 05/12/04
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary Blank = Foreign Svc. Blank = NA	12. INACT/ACT (1) A 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)
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)						
8. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00") st 83 2nd 11 3rd 13 4th 2500 5th 02 6th 7th 8th				9. VAC. REV. CD. (1) 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) 14	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) N Blank = NA Y = Yes	13. DUTY STATION (9) State (2) 11 City (4) 0010 County (3) 001	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 = RGE 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			
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.	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							

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Closing Specialist, GS-1101-14

LOCATION: Portfolio Management Office, Office of Affordable Housing Preservation, A/S for 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 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, Headquarters Portfolio Management Office and team leadership of the Closing/Post Closing Manager, the incumbent serves as the Closing Specialist for the Office of Affordable Housing Preservation.

DUTIES AND RESPONSIBILITIES:

Provides 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 Closing/Post Closing Manager. The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3 - Guidelines

Guidelines include HUD, OAHP, Section 8, FHA Mortgage insurance, Mortgage banking, Regulations, Policy and statutes. Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

Factor 4 - Complexity

The incumbent performs highly complex assignments and long-range projects independently. The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. 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. 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 involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service affects the work of other experts, the development of major aspects of administrative programs. The work product affects major segments and activity areas of the agency's housing program. 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. The purpose is to influence, motivate, interrogate, or control people or groups. The employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation.

Factor 8 - Physical Demands

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 Specialist, GS-1101-14

PRESENT POSITION: New

LOCATION: Headquarters, Portfolio Management 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 Closing Specialist in the Headquarters Portfolio Management Office, OAHP, Office of housing. The position has the 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 in repositioning market rent, underwriting and debt restructuring recommendations. Serves as expert resource and principal liaison on closing issues with Preservation Office Closing Coordinators, PAE's and their attorneys.

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 Specialist, 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 provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities. **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. Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines. **LEVEL 3-5 is Assigned 650 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. The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. **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. 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 involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service affects the work of other experts, the development of major aspects of administrative programs. The work product affects major segments and activity areas of the agency's housing program. **LEVEL 5-5 is Assigned 325 Points.**

Factor 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 Demands: 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: 3690- which fall within the range of (3605-4050) and equates to the GS-14 grade level.

FINAL CLASSIFICATION: Closing Specialist, GS-1101-14.