

| 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**

PD# W04742

COMMENDED

| | | | |
|-------------------------------------|-----------------------|-------------------------|--------------------|
| 9. TITLE Post-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 Post-Closing Specialist | | | | | | |
| 11. PP (2) GS | 12. SERIES (4) 1101 | 13. FUNC.(2) | 14. GRADE(2) 14 | 15. DATE (mm/dd/yyyy) 06/25/04 | 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 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.

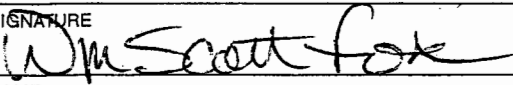
| | | | |
|---|-----------------------------------|---|-----------------------|
| 19. SUPERVISOR'S SIGNATURE | 20. DATE (mm/dd/yyyy) 06/25/04 | 22. SECOND LEVEL SUPERVISOR'S SIGNATURE | 23. DATE (mm/dd/yyyy) |
| 21. SUPERVISOR'S NAME Sean G. Cassidy | | 24. SECOND LEVEL SUPERVISOR'S NAME | |
| 21a. SUPERVISOR'S TITLE General Deputy Assistant 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 | 2-5 | 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) 06/25/04 |
| 31. NAME 1. 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

A. KEY DATA

| | | | | | |
|-----------------------|---------------------------------------|--------------------|---------------------------|--------------------|------------------------------|
| ACTION (1) AC/D/IR | 2. DEPT. CD./AGCY-BUR-CD. (4) HU83 | 3. SON (4) 4400 | 4. MR. No.-(6) 0004742 | 5. GRADE (2) 14 | 6. IP NUMBER (8) 00094103 |
|-----------------------|---------------------------------------|--------------------|---------------------------|--------------------|------------------------------|

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) Post-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) 06/25/04 |
| 11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary Blank = Foreign Svc. = 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 E = Exempt N = Nonexempt | 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) City (4) County (3) 11 0010 001 | 14. BUS. CD. (4) 0015 | 15. DATE LAST AUDIT. (mm/dd/yyyy) 06/25/04 | 16. PAS. IND. (1) Blank = NA 1 = PAS | 17. DATE EST. (mm/dd/yyyy) 06/25/04 | |
| 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 | | | | |
| 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) 06/25/04 | | |
| 32. REMARKS | | | | | | | | |

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Post-Closing Specialist, GS-1101-14

LOCATION: Headquarters Portfolio Management Office, Office of Affordable Housing Preservation, Assistant Secretary 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, Portfolio Management Office and direction of the Closing/Post Closing Manager, the incumbent serves as a Post Closing Specialist for OAHP Headquarters, Portfolio Management Office, Closing/Post Closing team, in Washington, DC.

DUTIES AND RESPONSIBILITIES:

- Reviews Closing Dockets submitted by Participating Administrative Entities (PAEs) according to a prescribed checklist, to ensure the docket contains accurate, complete, and consistent documentation of the closed OAHP restructuring.
- Assists PAEs and their attorneys in planning for corrections of post-closing errors, by reviewing their procedures, and by addressing any OAHP program issues (which often are novel issues without precedent).
- Oversees the completion of Closing Dockets; contacts PAEs if errors are noted in the review and asks for correction, then reviews resubmitted documents to clear the errors; if resubmitted documents are not received within a prescribed timeframe, sends the Closing Docket to the Production Office for correction, then reviews a resubmitted docket when it has been completed.

- Proclaims a Closing Docket as completed to OAHP's satisfaction, and may have authority to sign the authorization for payment to the PAE. If the incumbent does not have said authority, forwards the authorization form to a staff member with authority for signature.
- May participate in periodic audits of the Closing Dockets to ensure the initial review was completed correctly and without error.
- Monitors the PAE in its plan to make the necessary corrections to Closing Dockets; this includes periodic contact to review dates of anticipated actions and review of draft forms/documents the PAE proposes to use for the correction, and review of the executed forms/documents that are submitted to clear the errors.
- Reports to OAHP senior management on the status of corrections, responsiveness of PAE, and projected dates for corrections to be completed.
- Maintains a chronological history of contact with the PAE in a database that is accessible by all in the office.
- Runs database reports and evaluates PAE performance.
- Acts as the OAHP expert on necessary documentation to be maintained in Closing Dockets, and as such, responds to PAEs, PAE attorneys, and field office questions on those matters.
- Assists other Post-Closing Specialists in completing their reviews, offering technical assistance as needed; and in their contact with PAEs and attorneys, particular in controversial or tense situations.
- Identifies areas where the procedures can be improved upon and upon concurrence from the supervisor, may take the lead in developing policies and procedures.
- Stays abreast of HUD and OAHP policies.

FACTORS:

1. **Knowledge Required by the Position**

- Expert knowledge of real estate finance including mortgage documents, deeds of trust, security agreements, cash flow participation features, and subordinate liens.
- Expert knowledge of closing practices for FHA loans, and closings with multiple funding sources in addition to FHA-insured loans.
- 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.

2. **Supervisory Controls**

Works under the supervision of the Director, Portfolio Management Office and team leadership of the Closing/Post Closing Manager 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. 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 post-closing responsibilities in all OAHP production offices, HUD Multifamily Claims/ Note Servicing/ and Insurance Operations (and their contractors), PAE, PAE Attorney, title company, and recorder's offices. In addition, personal contacts are with OAHP and other HUD Housing senior management who have control over policies and procedures.

7. **Purpose of Contacts**

Contacts are generally to advise on, interpret, coordinate, or resolve complex issues relative to ensuring that the Closing Dockets for closed OAHP restructurings are an accurate, complete, and consistent record of the closed transaction.

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: Post-Closing Specialist, GS-1101-14

PRESENT POSITION: NEW

LOCATION: Closing/Post Closing Division, Portfolio Management Office, Hdqtrs., 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 Post-Closing Specialist for OAHP Headquarters reviews Closing Dockets submitted by PAE's to ensure accurate, complete, and consistent documentation of the closed OAHP restructuring. Acts as the OAHP expert on necessary documentation to be maintained in closing dockets.

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: Post-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. 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 out 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 of this position is required to select, adapt, and apply housing policies and principles to assignments using guidelines that are broad, nonspecific policies and basic legislation, with interpretation, judgment and ingenuity. 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. 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 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 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: 3690- Which falls within the range of (3605-4050) and equates to the GS-14 grade level.

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