

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"/>
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**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED

9. TITLE Restructuring Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 11
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE Restructuring Analyst						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 11	15. DATE (mm/dd/yyyy) 06/21/04	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 of 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)	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	1-7	1250	6. Personal Contacts	6-3	60	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	7-3	120	
3. Guidelines	3-3	275	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		2615	
					GRADE	11

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) 06/21/04
31. NAME Wm. Scott Fox	31a. TITLE Human Resources Specialist
REMARKS FLSA Exempt, FPL GS-11	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./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (8)	5. GRADE (2) 11	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) Restructuring Analyst			
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1		7. SUP. CD. (1) 8		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) 06/21/04
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary			12. INACT/ACT (1) 1 = Inactive A = Active 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)	(4)
17. INTERDIS. TITLE CD. (50)							
(5)	(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		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)													
RG.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) 11		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) N		13. DUTY STATION (9) State (2) City (4) County (3) <i>See below</i>		14. BUS. CD. (4) 0015		15. DATE LAST AUDIT. (mm/dd/yyyy) 06/21/04		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 06/21/04	
18. GD. BASIS. IND. (1)								19. DATE REQ.REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y = Perm N = Other			
1 = Rev. when vacant		4 = Sup./Program		7 = Equipment Development Guide											
2 = Impact of Person		5 = RGE		8 = Agency Use											
3 = Sup/SGEG		6 = Policy Analysis GEG		9 = Agency Use ALPHAS = Agency Use											
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.									
3				3											
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) A		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)
06/21/04

32. REMARKS
Duty Station code for Washington DC Preservation Office - 11-0010-001
Duty Station code for Chicago Preservation Office - 17-1670-031

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Restructuring Analyst, GS-1101-11

LOCATION: Field Preservation Office, Office of Affordable Housing Preservation (OAHP), Office of 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.

The incumbent serves as a Restructuring Analyst in the Washington, DC or Chicago Preservation office. The individual must have general knowledge of the OAHP Program. The individual is expected to support and participate in numerous meetings and/or requests for comments on new policies or procedures from the direct supervisor. He/she prepares reports, letters for appeals, Housing Assistance Payment (HAP) contracts/ extensions/ and waivers. He/she, under the direction of the supervisor, has the responsibility for planning, writing, reviewing, analyzing, coordinating, interpreting, applying, and making recommendations on matters, relating to participating administrative entities (PAEs) performance in the OAHP Program.

DUTIES AND RESPONSIBILITIES:

- Prepares and writes Housing Assistance Program (HAP) contracts for review by a Debt Restructuring Specialist.
- Prepares and writes letters of response to owner appeals, ineligibility, etc, and prepares special reports and Transmission Memos for transitioning the OAHP-restructured property back to the HUD Field Office, for review by a Debt Restructuring Specialist.

- Ensures the timely submission of PAEs forms for various actions as required by the OAHF Operating Procedures Guide; trains PAEs on proper completion of these forms; and makes recommendations for action by a Debt Restructuring Specialist.
- Reviews closing, invoice, and OAHF MIS reports to ensure integrity of data; contacts PAEs with errors and makes recommendations to a Debt Restructuring Specialist.
- Completes a monthly review of potential PAE defaults on the timing of processes as are required in the Portfolio Restructuring Agreement; coordinates responses from the field office (or in the case of Headquarters, from multiple field offices); and recommends issuance of PAE default letters for review by a Debt Restructuring Specialist.
- Reviews and concurs with PAEs submission of invoices; inputs, maintains, and updates the Integrated Invoice Tracking System and ensures the data upload to Headquarters invoicing is completed on time and without incident.
- Coordinates and prepares routine reports for PAE submissions of properties, and assists in the tracking of performance goals.
- Supports loan committee meetings by tracking submissions, ensuring members are notified of meetings and have the necessary materials to prepare, following up for pre-meeting summaries, and recording minutes of meetings.
- Investigates facts and issues relating to conflicts and prepares recommendations for appropriate actions.

FACTORS:

1. Knowledge Required by the Position

- Knowledge of current federal housing programs and agencies, ideally with a history of interacting with individuals within various HUD offices.
- Knowledge of with real estate ownership, management, financing and restructuring issues, including the affordable multifamily housing sector.
- Knowledge of the use of technology to produce and generate reports for tracking the processing of multiple properties undergoing restructuring.
- Ability to meet and deal with individuals to resolve problems under the supervision of the Preservation Director; work with federal regulations and laws; and establish a smooth working relationship with staff whose work and procedures will be reviewed and evaluated.

- Ability to multi-task, complete assignments for multiple parties, and work under pressure to meet deadlines.
- Ability to communicate effectively, both orally and in writing, with co-workers and the general public.
- Ability to work effectively with a diverse range of individuals in unaffiliated organizations in order to accomplish program objectives.
- Ability to respect the confidentiality required by the nature of the incumbent's work.
- Skill in typing and using various computer software, including *Microsoft Access*, *Microsoft Word*, *Microsoft Excel*, *Microsoft PowerPoint* to produce memos, tracking systems, spreadsheets, presentations, and reports.
- Skill in interpersonal relationships.

2. Supervisory Controls

The incumbent works under the general supervision of the local Preservation Director. The supervisor sets the overall objectives applicable to assigned programs and defines the financial and other management resources available to achieve the expected results. Performs duties and responsibilities with independence, receiving minimal supervision. New or non-routine assignments are routine and the incumbent operates under a broad mandate to achieve certain specified objectives.

3. Guidelines

Guidelines include a wide range of laws governing HUD/OAHP as well as current OAHP and HUD directives, guides, policies, and procedures pertaining to OAHP restructurings, as well as broader generally accepted principles and practices applicable to escrow account funding and management. The incumbent must exercise a high degree of judgment and discretion in applying these guidelines. Available guidelines do not conform to all situations, requiring the incumbent to exercise sound and seasoned judgment in their interpretation, modification, and application.

4. Complexity

The work is technical in nature and requires independent coordination of tasks due to the volume of assignments and tight time constraints with which the incumbent is restricted in order to accomplish tasks. Assignments are highly sensitive and confidential and cross various organizations and/or groups. The work requires the selection and use of different analytical techniques, methods, and procedures in analyzing, revising, and formulating solutions that meet OAHP program goals, objectives, and timetables. The incumbent is required to exercise considerable judgment in the selection, interpretation, and application of guidelines; in meeting timetables and dealing with others; and ensuring that the myriad of laws, rules and regulations

concerning the OAHP program, subsidized housing, and financial transactions are integrated appropriately.

5. Scope and Effect

The incumbent's approach, technique, and effectiveness in completing assignments will have a direct impact on the overall operation of OAHP employees. The work involves developing criteria, procedures and instructions, planning and reviewing services on wide-ranging projects, programs and functions pertaining to PAEs in OAHP's restructuring program. Conformance with OAHP regulations pertaining to their participation in the restructuring program, and interest to the general public, affordable and conventional housing groups and the mortgage finance industry. Incumbent must be willing to adapt to changing duties; must exercise a high degree of judgment, tact, diplomacy; and must be able to work with employees at all levels in the OAHP (as well as HUD Field Office and PAE) organization.

6. Personal Contacts

The incumbent will have substantial contact with supervisors and employees from other offices, as well as within HUD and with outside contractors, congressional, state, local, national officials and/or the general public. The incumbent must exercise tact, diplomacy, and judgment in meeting and dealing with others, as work relationships are often unstructured.

7. Purpose of Contacts

Contacts are for the purpose of coordinating, training, directing or advising on technical OAHP 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 Requirements

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

9. Work Environment

The work will be performed in a typical office setting. Minimal travel is expected.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

POSITION: Restructuring Analyst, GS-1101-11

ORGANIZATIONAL LOCATION: Headquarters Preservation Office
Office of Affordable Housing Preservation (OAHP),
Office of Housing
Washington DC

INCUMBENT: Vacant

REFERENCE: OPM Handbook of Occupational groups and Families, GS-1100 Business and Industry Group, August 2002; OPM PCS for Management and Program Analysis Series, GS-0343, TS-98, August 1990; OPM PCS for Realty Series, GS-1170, TS-125, August 1993; Introduction to the Position Classification Standards, TS-107, August 1991; OPM Administrative Analysis Grade Evaluation Guide, TS-98, August 1990

BACKGROUND: This position description is written to provide preservations efforts in the development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages, supported by Section 8 assistance.

TITLE/SERIES DETERMINATION: The primary purpose of this position is to accomplish the financial and physical restructuring of affordable agreements for 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. The position requires knowledge of current federal housing programs and agencies, ideally with a history of interacting with individuals within various HUD offices. In addition, familiarity with real estate ownership, management, financing and restructuring issues, including the affordable multifamily housing sector is a paramount requirement of the position. Reference A above includes all classes of positions that are required to advise on, administer, supervise, or perform work pertaining to and requiring a knowledge of business and trade practices, characteristics and use of equipment, products, or property, or industrial production methods and processes, including the conduct of investigations and studies; the collection, analysis, and dissemination of information; the examination and appraisal of merchandise or property; and the administration of regulatory provisions and controls. This position resembles some aspect of two or more of the series in the GS-1100 Group because it requires knowledge of the theories and principles of financial analysis, credit risk factors and lending principles involved in loans of specialized type granted, insured, or guaranteed by the Federal Government, acquisition and

management of real property. This position is concerned with the preparation of reports, letters for appeals, Housing Assistance Payment (HAP) contracts, extensions and waivers. The incumbent requires knowledge of current federal housing programs and agencies, ideally with a history of interacting with individuals within various HUD offices. In addition, familiarity with real estate ownership, management, financing and restructuring issues, including the affordable multifamily housing sector is a paramount requirement of the position. This is a mixed position for which the most appropriate series is GS-1101. OPM has not published a standard for this series. Therefore, there are no prescriptive titles. Reference D allows agencies to designate the official title of positions in occupational series where OPM has not prescribed a title. This is a nonsupervisory positions requiring a knowledge of business trade practices and concerned with restructuring debt, contracts and management agreements concerned with housing program. The most appropriate title is Restructuring Analyst.

GRADE LEVEL DETERMINATION: The primary emphasis of this position is on administration and analysis. Therefore, the grade level of this position is evaluated by application of the nine evaluation factors in the Administrative Analysis Grade Evaluation Guide.

Factor 1, Knowledge Required by the Position Level 1-7 1250 points

At Level 1-7, positions require knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support function. Knowledge is used to plan, schedule, and conduct projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations in a program or support setting.

The level of knowledge required to perform the duties of the subject are similar to that described above. The incumbent of this position is responsible for preparation of reports, letters for appeals, Housing Assistance Payment (HAP) contracts, extensions and waivers. The incumbent requires knowledge of current federal housing programs and agencies, ideally with a history of interacting with individuals within various HUD offices. In addition, familiarity with real estate ownership, management, financing and restructuring issues, including the affordable multifamily housing sector is a paramount requirement of the position. Level 1-7 is assigned

Factor 2, Supervisory Controls Level 2-4 450 points

The employee and supervisor develop a mutually acceptable project plan, which typically includes identification of the work to be done, the scope of the project, and the deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating cost, coordinating with staff and line management personnel, and conducting all phases of the project. The employee makes definitive interpretations of regulations and study procedures, and the initial application of new methods. The supervisor is informed of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed

by supervisor, staff and line management for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Level 2-4 is assigned.

Factor 3, Guidelines

Level 3-3

275 points

Guidelines consist of standard reference materials, texts, and manuals covering the application of analytical methods and techniques (statistical, descriptive or evaluative) and instructions and manuals covering the subjects involved such as organizations, equipment, procedures, policies, and regulations). The analytical methods contained in the guidelines are not always directly applicable to specific work assignments. However, precedent studies of similar subjects are available for reference. The employee uses judgment in choosing, interpreting, or adapting available guidelines to specific issues or subjects studied. This position meets level 3-3 where guidelines typically include agency policy and precedents. Manuals and internal guidelines and directives on administrative policy are available for reference. Level 3-3 is assigned

Factor 4, Complexity

Level 4-4

225 points

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Work at level 4-4 requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. This position is similar to level 4-4 where the incumbent provide preservation efforts in the development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages, supported by Section 8 assistance. Prepares and writes Housing Assistance Program (HAP) contracts for review by a Debt Restructuring specialist. Level 4-4 is assigned.

Factor 5, Scope and Effect

Level 5-4

225 points

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations or to analyze and resolve problems in staffing, effectiveness and efficiency of administrative support and staff activities. Work involves establishing criteria to measure and/or predict the attainment of programs or organizational goals and objectives. At level 5-4 work involves developing criteria, procedures and instructions, planning and reviewing services on wide-ranging projects, programs and functions pertaining to PAEs in OAHP's restructuring program. Conformance with OAHP regulations pertaining to their participation in the restructuring program, and interest to the general public, affordable and conventional housing groups and the mortgage finance industry. Employees at this level identify, analyze, and make recommendations to resolve workflow, work distribution, internal administrative operations of the organization and activities studied. Level 5-4 is assigned

Factor 6, Personal Contacts

Level 3

Personal contacts are with persons outside the agency, which may include consultants, contractors, congressional, state, local, national officials or business executives in a moderately

unstructured setting. The incumbent has substantive contacts with supervisors and employees from other offices as well as HUD. Level 3 is assigned.

Factor 7, Purpose of Contacts **Level C** **180 points**

The purpose of incumbents contacts are to influence managers or other officials to accept and implement findings and recommendations on organizational improvements or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems. Level C is assigned.

Factor 8, Physical Demands **Level 8-1** **5 points**

The work is primarily sedentary although some slight physical effort may be required. Level 8-1 is assigned.

Factor 9, Work Environment **Level 9-1** **5 points**

The work is usually performed in an adequately lighted and climate controlled office. May require occasional travel. Level 9-1 is assigned.

Total **2615 points**

FINAL DETERMINATION: A total of 2615 points falls in the range of 2355-2750 points for conversion to GS-11. This position is correctly classified as Restructuring Analyst, GS-1101-11.