

**POSITION DESCRIPTION
COVER SHEET**

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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COMMENDED

4. TITLE Restructuring Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 12
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) 12	15. DATE (mm/dd/yyyy) 07/12/04	16. VA <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 Headquartes/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 the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge 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	3-4	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		2790
GRADE					12

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 1. 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. DIVISION (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) 12	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) 07/12/04
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA			12. INACT/ACT (1) A = Active 1 = Inactive A		13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)	15. AGCY. USE (10)
16. INTERDIS. SER. (40)							
17. INTERDIS. TITLE CD. (50)							

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)										
8. 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) 13	11. LANG. REQ. (2)	12. PROJ. DTY IND. (1) N		13. DUTY STATION (9) State (2) City (4) County (3)			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 = Perm N = Other
22. MAINT.REV./CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results)												
Normal Act			Maintenance Review Act			Results						
3			3			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.			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		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

Duty Station for Headquarters - 11-0010-001
Duty Station for Chicago - 17-1670-031

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Restructuring Analyst, GS-1101-12

LOCATION: Headquarters/Chicago 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 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 Headquarters 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 OAHP 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 OAHP 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 Demands

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-1101-12

ORGANIZATIONAL LOCATION: Headquarters/Chicago Preservation Office
Office of Affordable Housing Preservation (OAHP),
A/S for Housing

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 preservation 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

Factor 3, Guidelines**Level 3-4****450 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 guidelines do not go into detail as to the methods used to accomplish the project. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity. Level 3-4 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 preservations 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.

