

**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**

**COMMENDED**

4. TITLE Restructuring Analyst	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 05
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) 05	15. DATE (mm/dd/yyyy) 07/12/04	16. I/A <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 Washington DC 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 his 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	1-4	550	6. Personal Contacts	6-1	10	
2. Supervisory Controls	2-2	175	7. Purpose of Contacts	7-1	20	
3. Guidelines	3-2	125	8. Physical Demands	8-1	5	
4. Complexity	4-2	75	9. Work Environment	9-1	5	
5. Scope and Effect	5-2	75	TOTAL POINTS		990	
					GRADE	05

**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 Wm Scott Fox	30. DATE (mm/dd/yyyy) 07/12/04
31. NAME Scott Fox	31a. TITLE Human Resources Specialist
REMARKS FLSA Exempt, FPL GS-07	33. OPM CERTIFICATION NUMBER

# MASTER RECORD / INDIVIDUAL POSITION DATA

## THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

### A. KEY DATA

1. A/C/D/VR	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6)	5. GRADE (2) 05	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		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		9. INTERDIS. CD (1) N = No Y = Interdis.		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		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)	(4)	(4)	(4)	
17. INTERDIS. TITLE CD. (50)		(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	

### C. INDIVIDUAL POSITION

1. FLSA CD. (1) 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*)										9. VAC. REV. CD. (1) 0 = Position Action A = No Change								B = Lower Grade C = Higher Grade				D = Different title and/or Series E = New Position/New FTE							
1st	2nd	3rd	4th	5th	6th	7th	8th																						
83	11	13																											
10. TARGET GC. (2) 07		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) 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				5 = Series Change				9 = Other													
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		6 = Pos. Upgrade		7 = Pos. Downgrade		8 = New Pos.	
3								3																					
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) 07/12/04																	
32. REMARKS Duty Station for Washington DC - 11-0010-001 Duty Station for Chicago - 17-1670-031.																													

## OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Restructuring Analyst, GS-1101-05

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

The incumbent serves as a Restructuring Analyst in the Washington, DC 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.

This is an interim position in which the incumbent will perform most of the duties described in the attached position description. The incumbent will receive closer supervision than is characteristic of the GS-07 Level. This will continue until the incumbent, has fully met the qualification requirements, has fully demonstrated the ability to perform the work in a more independent manner and assumes responsibility for the fully range of duties described.

In a developmental capacity, the incumbent performs and/or assists higher graded analysts in performing the following duties:

### 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, as directed by, and 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; works with PAEs on proper completion of these forms; and makes recommendations for action by a Debt Restructuring Specialist.
- Reviews closing, invoice, and OAHP MIS reports, as directed by a Debt Restructuring Specialist or supervisor, to confirm integrity of data; brings errors to the attention of the Debt Restructuring Specialist and contacts PAEs as directed.
- 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 Debt Restructuring Specialist to Headquarters.
- Reviews PAEs submission of invoices and brings items of concern to the attention of the Debt Restructuring Specialist or supervisor; inputs, maintains, and updates the Integrated Invoice Tracking System.
- Prepares routine reports for PAE submissions of properties, and assists in the tracking of performance goals.

#### FACTORS:

##### 1. Knowledge Required by the Position

- Knowledge of current federal housing programs and agencies.
- Knowledge of real estate ownership, management, financing and restructuring issues, including the affordable multifamily housing sector.
- Knowledge 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.
- Capable of working 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 any other resources that may be available to assist the incumbent achieve the expected results. Performs duties and responsibilities as directed by the Preservation Director. New or non-routine assignments are common and the incumbent receives direction on how best to achieve the 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. The incumbent must exercise 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, and know when to seek guidance from management.

## 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. 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.

5. Scope and Effect

The incumbent's approach, technique, and effectiveness in completing assignments will have a direct impact on the overall program objectives. The work involves developing criteria, procedures and instructions, planning and reviewing services on wide-ranging projects, programs and functions pertaining to specific PAEs in OAHP's restructuring program. 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 with the OAHP Preservation Office, from other offices, as well as within HUD and with outside contractors. 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 providing and obtaining information, to discuss problems, to request 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-1101-05

**ORGANIZATIONAL LOCATION:** Washington DC 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





**Factor 4, Complexity** **Level 4-2** **75 points**

The work consists of duties that involve related steps, processes, or methods. The decisions regarding what needs to be done involves various choices that require the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. Level 4-2 is assigned.

**Factor 5, Scope and Effect** **Level 5-2** **75 points**

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The result of the work product or service affects the accuracy, reliability, or acceptability of further processes or services. Level 5-2 is assigned.

**Factor 6, Personal Contacts** **Level 6-1** **10 points**

Personal contacts are with employees in the immediate organization, office project, or work unit, and in related or support units. In addition some contacts maybe with members of the general public in very highly structured situations, e.g., the purpose of the contact and the question of with whom to deal are relatively clear. Level 6-1 is assigned.

**Factor 7, Purpose of Contacts** **Level 7-1** **20 points**

The purpose of contacts is to obtain, clarify, or give facts or information regardless of the nature of these facts; i.e. the facts or information may range from easily understood to highly technical. Level 7-1 is assigned.

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

The work is primarily sedentary but may require bending, walking, standing, while inspecting residences and office or storage space, or carrying light objects such as floor plans, sales of contract file folders, computer reports, or digest of sales.

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

The work is usually performed in an office-like setting. However, there may be occasional exposure to the risks described at the next higher level when the employee makes on-site inspections of properties, particularly undeveloped property or property under construction.

**Total** **990 points**

**FINAL DETERMINATION:** A total of 990 points falls in the range of 855-1100 points for conversion to GS-05. This position is correctly classified as Restructuring Analyst, GS-1101-05. The full performance level of this position is GS-07.