

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**

PD # W04772

COMMENDED

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

OFFICIAL

10. TITLE Rehabilitation Escrow Specialist						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 11	15. DATE (mm/dd/yyyy) 06/08/04	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 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	3-3	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	GS-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 Wm Scott Fox	30. DATE (mm/dd/yyyy) 06/08/04
31. NAME Scott Fox	31a. TITLE Human Resources Specialist
FLSA Exempt, FPL GS-13	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

KEY DATA

1. ACTION (1) AC/D/VR	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6) W04772	5. GRADE (2) 11	6. IP NUMBER (8) 00094133
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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) Rehabilitation Escrow Specialist		
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 8		8. CLASS. STD. CD. (1) X		9. INTERDIS. CD (1) N = No Y = Interdis.
		1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		10. DATE CLASS (mm/dd/yyyy) 06/06/04
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary			12. INACT/ACT (1) A		13. DATE ABOL. (mm/dd/yyyy)	14. DATE INACT/REACT (mm/dd/yyyy)
3 = Foreign Svc. Blank = NA			1 = Inactive A = Active			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		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	
		0 = None 1 = CD219 2 = CD220		3 = SF278 4 = AD392 5 = SF849		O = Excepted but not A, B, C			
6. WK. TITLE CD. (4)			7. WK. TITLE (38)						
*G.STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*)					9. VAC. REV. CD. (1)				
.st 83	2nd 11	3rd 13	4th 2500	5th 02	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) 13		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) N		13. DUTY STATION (9) State (2) City (4) County (3) 36 4170 061		14. BUS. CD. (4) 0015	
				Blank = NA Y = Yes				15. DATE LAST AUDIT. (mm/dd/yyyy) 06/08/04	
								16. PAS. IND. (1) Blank = NA 1 = PAS	
								17. DATE EST. (mm/dd/yyyy) 06/08/04	
18. GD. BASIS. IND. (1)						19. DATE REQ. REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)	
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	
								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			9 = Other
1 = Desk Audit			5 = Desk Audit			1 = No Action Req.			5 = Series Change
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.
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	
				1 = Inact. 2 = Act.				28. INT. ASGN.SER. (4)	
								29. AGCY USE (8)	
30. CLASSIFIER'S SIGNATURE								31. DATE (mm/dd/yyyy) 06/08/04	

REMARKS

Duty Station New York, NY

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Rehabilitation Escrow Specialist, GS-1101-11

LOCATION: Headquarters Portfolio Management Office, Office of Affordable Housing Preservation, Assistant Secretary for Housing (outstationed in New York, NY)

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 Rehabilitation Escrow Specialist in the Headquarters Portfolio Management Office, Office of Affordable Housing Preservation (OAHP), outstationed in New York. This position has the responsibility for planning, reviewing, analyzing, coordinating, interpreting, applying, and making recommendations on matters relating to Participating Administrative Entities (PAEs) and other like entities in the performance of their duties in repositioning market rents, underwriting, and debt restructuring recommendations. In performing these duties, the incumbent considers decisions, policy determinations, agency regulations and guidelines, agency goals and objectives, delegations of authority specific to the PAE and consistent with OAHP guidance and congressional mandates.

DUTIES AND RESPONSIBILITIES:

Contacts Rehabilitation Escrow Administrators and Property Owners to ascertain the status of rehabilitation escrow accounts established in OAHP restructurings, and to learn of plans for completion.

Identifies matters that are hindering achieving program objectives, researches possible solutions, and offers suggested solutions to the supervisor.

Tracks Rehabilitation Escrow actions and results, to assist the supervisor in evaluating Office performance.

Researches individual property situations for the Problem Owner and Property Committee to identify and explain situations where rehabilitation has not been completed and an acceptable revised plan cannot be negotiated with the owner.

Researches inquiries from members of Congress, owners, attorneys and other public officials, stakeholders, and HUD management, in a form and manner as directed by the supervisor.

Attends and participates in OAHP training sessions for the production staff and/or PAE staff.

Provides support for special projects as needed.

FACTORS:

1. Knowledge Required by the Position

FL 1-7 – 1250 Points

Knowledge of real estate finance including mortgage documents, deeds of trust, security agreements, cash flow participation features, and subordinate liens.

Knowledge of credit underwriting, real estate management, and sale processes particularly as it relates to affordable multifamily properties.

Knowledge of housing-related activities (privately controlled and publicly subsidized), including multifamily property development, management, marketing, and rehabilitation; loan underwriting, originating, restructuring, closing, and servicing activities; and workout techniques, practices, and policies as applied by OAHP, state and local HFAs; and in the business community.

Ability to build and maintain working relationships with OAHP Headquarters, OAHP Preservation Offices, HUD staff with whom the incumbent interacts, and other stakeholders.

Knowledge of construction escrow funding, release procedures, and construction oversight.

Ability to effectively manage incumbent's priorities to achieve organizational objectives.

Ability to use sound judgment in developing recommendations for the supervisor's consideration.

Ability to communicate orally and in writing.

2. Supervisory Controls

FL 2-4 – 450 Points

The Rehabilitation Escrow Specialist works under the administrative supervision of the Director, Headquarters Portfolio Management Office, and reports to OAHP's Rehabilitation Escrow Administration Manager in New York City for day to day assignments. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. Guidelines

FL 3-3 – 275 Points

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 employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. Complexity

FL 4-4 – 225 Points

The work of this position involves analyzing complex post-closing activities relative to the completion of planned rehabilitation work. 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. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work, or refinement of the methods and techniques to be used.

5. Scope and Effect

FL 5-3 – 150 Points

The work involves a variety of processes related to the preparation and implementation of rehabilitation escrow administration practices for OAHP. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

6. Personal Contacts

FL 6-3 – 60 Points

Personal contacts include supervisors and senior management of OAHP and of various HUD program offices (including field offices), Rehabilitation Escrow Administrators, all OAHP production

staff, the PAEs, owners/borrowers, and lenders, as well as other stakeholder representatives. The incumbent must exercise tact, diplomacy, and judgment in meeting and dealing with others, as work relationships are often unstructured.

7. Purpose of Contacts

FL 7-3 – 120 Points

Personal contacts are to obtain/provide information; assist in addressing policy issues and problems; assist in offering recommendations to those with conflicting goals and viewpoints; and to assist in presenting, defending, or justifying rehabilitation escrow administration procedures.

8. Physical Requirements

FL 8-1 – 5 Points

No unusual physical demands are required for this position.

9. Work Environment

FL 9-1 – 5 Points

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

Total Points = 2540

Point Range: 2355 - 2750 = GS-11

Grade Conversion: GS-11

FPL: GS-13

FLSA: Exempt

References:

US OPM Series Definition for General Business and Industry Series, GS-1101, 08/01.

US OPM Administrative Analysis Grade Evaluation Guide, TS-98, 8/90.

Introduction to the Position Classification Standards, Primary Standard, TS-107, 8/91.