

**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# W04764

**UNRECOMMENDED**

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

**OFFICIAL**

10. TITLE Voucher Specialist						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 11	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 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	5-3	150	TOTAL POINTS		2580	
					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 Wm Scott Fox	30. DATE (mm/dd/yyyy) 07/12/04
31. NAME Wm. Scott Fox	31a. TITLE Human Resources Specialist
32. REMARKS FLSA Exempt, FPL GS-11	33. OPM CERTIFICATION NUMBER

# MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

### A. KEY DATA

ACTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6) 1004764	5. GRADE (2) 11	6. IP NUMBER (8) 00094125
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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) Voucher Specialist				
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 8		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 = 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)      (4)      (4)								
17. INTERDIS. TITLE CD. (50)								
(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		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 2500    5th 04						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) 11    0010    001			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			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		28. INT. ASGN.SER. (4)	29. AGCY USE (8)			
30. CLASSIFIER'S SIGNATURE									31. DATE (mm/dd/yyyy) 07/12/04			
32. REMARKS												

## OFFICE OF AFFORDABLE HOUSING PRESERVATION

**TITLE:** Voucher Specialist, GS-1101-11

**LOCATION:** Washington DC Preservation Office, Office of Affordable Housing Preservation, A/S 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.

### DUTIES AND RESPONSIBILITIES:

The incumbent performs work involving vouchers for payment and resolving exceptions and appeals of vouchers such as: for PAE contracts, ITAG/OTAG grants and more specifically for services under long-term and short-term, nonstandard contracts subject to changing payment and cost bases over the life of the contract; vouchers include reimbursables for architectural and engineering analysis, market analysis, environmental studies, travel, conferences, grants and law firms; as well as vouchers representing partial payments of a base fee. The vouchers require special review, analyses and handling as well as the application of all applicable guidelines, rules, regulations and procedures.

To perform the work, the Voucher Specialist must exhaust all existing regulations, precedents, and records. This might include pay contract records, contract or similar records, or obsolete or superseded regulations. The Voucher Specialist must exercise ingenuity in securing documents from channels, study regulations, case material, records, and documentation to establish validity.

The Voucher Specialist resolves impasses among concerned parties through additional study; or because documentation is missing and facts are in doubt due to a lapse of time between the transaction and submission of the request for payment.

1. Knowledge Required by the Position

Knowledge of extensive body of regulations, rules, procedures, and practices relating to vouchers and the full range of processing and the complicating characteristics of voucher servicing.

Knowledge of the contract terms, particularly allowable and billable expenses.

Knowledge of the Affordable Housing Preservation Programs and Grants.

Ability to initiate innovative solutions to complex problems or issues as it relates to Voucher Servicing.

Ability to communicate effectively with managers, employees and the public in person and over the telephone.

Knowledge of ADP systems and software such as Excel, PowerPoint.

2. Supervisory Controls:

Works under the general guidance of the Director, Headquarters Preservation Office who only gives instructions for situations requiring deviations from established procedures, and initially on new or changed procedures, guidelines, rules or comparable changes.

All work is carried out independently without specific instruction, seeks assistance on deviations from previously established instruction or guidelines and on unprecedented or unfamiliar situations. The incurring work includes independently executing a number of complex steps. Resolving a variety of documentation problems, and applying exceptionally detailed and involved criteria to determine allowable expenses.

The Voucher Specialist's completed work is considered authoritative and is sampled by the supervisor to assure accuracy of the methods used and to insure compliance with continuing instruction and procedure.

3. Guidelines:

The available guidelines are considerable in number and variety. They include regulations, agency manuals, Comptroller General's decisions, and precedent case files. The guidelines do not specifically apply to most voucher examining problems encountered.

The employee interprets the guides to resolve exceptions, appeals and other problems of a similar nature and to determine their application to specific cases.

4. Complexity:

The assignments include various duties involving different and unrelated processes and methods occasioned by the analysis and review of different types of vouchers.

Decisions regarding what needs to be done require assessing many issues such as the variability of contract provisions, the bases of payment, the completeness of pertinent regulations, the variety of types of documentation required, etc., and choosing a course of action from among many alternatives.

The incumbent identifies the significant characteristics of each assignment in order to resolve the many different types of problems encountered.

5. Scope and Effect:

Incumbent must be alert to errors, inconsistencies, and special conditions in the invoices and supporting documents; and insure, by reference to controlling guides, that expenses that could result in erroneous payment are disallowed before processing the documents to accounting and disbursing.

The work product affects the accuracy, reliability and acceptability of the organization's accounting and disbursing system and involves millions of Government dollars.

6. Personal Contacts:

Contacts are in person or by phone with personnel from private industry, non-profits, housing agencies, other Government agencies, and associates within own agency.

7. Purpose of Contacts:

The Voucher Specialist must secure factual information that will bring the request for payment within the documentation requirements necessary to allow payments.

8. Physical Demands:

The works requires some walking, bending and the carrying about of objects such as files.

9. Work Environment:

Work is performed in a typical office setting.