

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# W04734

COMMENDED

4. TITLE Closing Technical Manager	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 15
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

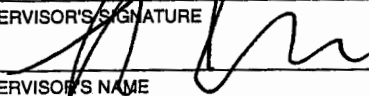
10. TITLE Closing Technical Manager						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 15	15. DATE (mm/dd/yyyy) 05/12/04	16. I/A <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name) Wm. Scott Fox

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th
2nd Assistant Secretary of 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 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.

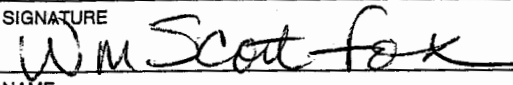
19. SUPERVISOR'S SIGNATURE 	20. DATE (mm/dd/yyyy) 05/12/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Sean G. Cassidy	24. SECOND LEVEL SUPERVISOR'S NAME		
21a. SUPERVISOR'S TITLE General Deputy Assistant Secretary for Housing	24a. SECOND LEVEL SUPERVISOR'S TITLE		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-9	1850	6. Personal Contacts	6-4	110	
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	7-4	220	
3. Guidelines	3-5	650	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-5	325	TOTAL POINTS		4140	
					GRADE	GS-15

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) 05/12/04
31. NAME Wm. Scott Fox	31a. TITLE Human Resources Specialist
REMARKS FLSA Exempt, FPL GS-15	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) W04734	5. GRADE (2) 15	6. IP NUMBER (8) 00094095
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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) Closing Technical Manager						
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) 05/12/04			
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA			12. INACT/ACT (1) A = 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)										
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. REG. 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 07	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) 15		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) 05/12/04		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 05/12/04	
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 Y					
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 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 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) 05/12/04						
32. REMARKS																

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Closing Technical Manager, GS-1101-15

LOCATION: Portfolio Management 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.

Under the supervision of the Director, Portfolio Management Office, the incumbent serves as the Closing Technical Manager for OAHP Headquarters in Washington, DC.

DUTIES AND RESPONSIBILITIES:

Directs and oversees the OAHP Headquarters closing activities associated with the most complex, problematic restructurings.

Assists PAEs and their attorneys in planning the closing process, by reviewing their procedures, and by addressing any OAHP program issues (which often are novel issues without precedent).

Serves as the contact point for the processing of debt forgiveness, assignment, or modification requests from Qualified Non-Profit purchasers of OAHP restructured properties. As such, is the focal point for ensuring that the correct documents are received, executed, and recorded, and that entries are made to HUD's books and records to reflect the "debt relief" transaction.

Oversees the processing and approval of the Partial Payment of Claim package, and authorizes the payment of the claim to the existing lender, on the most complex, problematic restructurings.

Develops and leads training on the closing process.

Develops policies and procedures relating to the closing process; identifies opportunities for improvement and recommends guidance to maximize efficiency.

Stays abreast of HUD and OAHP policies, housing industry, tax, financing, and real estate policies.

Factor 1 - Knowledge Required by the Position

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

Mastery of knowledge of credit underwriting, real estate management, and sale processes particularly as it relates multifamily properties.

Expert knowledge of closing practices for FHA loans, and closings with multiple funding sources in addition to FHA-insured loans.

Ability to use sound judgment in decision-making.

Ability to plan, direct, implement, and oversee a process with multiple parties and tight timelines for action.

Factor 2 - Supervisory Controls

Works under the administrative supervision of the Director, Portfolio Management Office, with a minimum of direction and review. Final work products are reviewed in terms of accomplishing the agency's goals and objectives.

Factor 3 - Guidelines

Guidelines include HUD, OAHP, Section 8, FHA Mortgage insurance, Mortgage banking, Regulations, and statutes, some of which allow flexibility and must be modified to achieve the OAHP goals.

Factor 4 - Complexity

The incumbent performs highly complex assignments and long-range projects independently. Issues dealt with are sensitive, confidential, and extremely complicated. Assignments require extensive coordination and highly technical advisory work.

Factor 5 - Scope and Effect

Projects or assignments performed have a critical effect on the nationwide operations and success of OAHP. Failure to effectively perform the various duties and responsibilities of the position could result in substantial financial loss to OAHP and HUD.

Factor 6 - Personal Contacts

Personal contacts are with supervisors and staff with closing responsibilities in all OAHP production offices, HUD Multifamily Claims/ Note Servicing/ and Insurance Operations (and their contractors), and all parties to the restructuring, including PAE, PAE Attorney, Existing Lender, Existing Servicer, New Lender, New Lender Attorney, New Servicer, Owner, Owner Attorney, Closing Escrow Agent, Property Manager, and Title Company. In addition, personal contacts are with OAHP and other HUD Housing senior management who have control over policies and procedures.

Factor 7 - Purpose of Contacts

Contacts are generally to advise on, interpret, coordinate, or resolve complex issues relative to closing OAHP restructurings.

Factor 8 - Physical Demands

No unusual physical demands are required for this position.

Factor 9 - Work Environment

Work is performed in a typical office setting.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

Position Title, Series and Grade: Closing Technical Manager, GS-1101-15

Organizational Location: Department of Housing and Urban Development
Office of Affordable Housing Preservation
Portfolio Management Office, Washington, DC

Reference: General Business and Industry Series, GS-1101 (Series Definition)
OPM PCS Housing Management Series, GS-1173, dated August 2002

Background:

The Office of Affordable Housing Preservation (OAHP) is responsible for the preservation of the nationwide affordable housing program at the Department of HUD. OAHP has the task of ensuring compliance with Federal laws, statutes, rules and legislation for preserving affordable housing which is insured, supported, or assisted by HUD and other Federal agencies. The efforts of OAHP is realized in the preservation of housing through oversight, monitoring and evaluation of the processes and procedures carried out by third parties, such as Participating Administrative Entities (PAEs), which are assigned the responsibilities for evaluating affordable housing in order to propose plans for long term preservation. The effort for preservation will include development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages that are supported by Section 8.

The overall program responsibility of this office directly affects the amount of affordable low-income housing nationwide.

Title and Series Determination:

The incumbent serves as a Closing Technical Manager in the Portfolio Management Office and reports to the Director, Portfolio Management Office. Incumbent directs and oversees the OAHP Headquarters closing activities associated with the most complex, problematic restructurings. He/She assists PAEs and their attorneys in planning the closing process by reviewing procedures and program issues. The incumbent plans, manages, and performs oversight activities of OAHPs actions pertaining to all closing functions involving PAEs. The incumbent is responsible for providing nationwide "expert-level" PAE policy and guidance for closing issues and activities.

The General Business and Industry Series, GS-1101, includes all classes of positions the duties of which are to administer, supervise, or perform (1) any combination of work characteristic of two or more series in this group where no one type of work is series controlling and where the combination is not specifically included in another series; or (2) other work properly classified in

this group for which no other series has been provided. This position meets the criteria of the GS-1101 series and therefore, this is the appropriate series for classifying this position.

No titles are specified for positions in this series. The title, which denotes an immediate understanding and identification of the job and the series, is Closing Technical Manager, GS-1101.

Grade Determination:

The GS-1101 series does not provide grade level criteria. When a series has no qualification criteria, the position is to be classified by an analogy to another related series. This position is therefore cross-referenced to the PCS Housing Management Series, GS-1173. The grade level of this position is evaluated by application of the nine factors in the standard.

Factor 1. Knowledge Required by the Position

Level 1-9, 1850 pts.

Factor Level 1-8 describes a level of mastery and expert knowledge of Federal, State, and regional policies, concepts, regulations, and laws to provide expert advisory services to management, technical and supervisory staff. At this level, the work requires expert knowledge and skill in the identification and application of the latest management concepts and techniques to develop and appraise policies and procedures, research and analyze management concepts, develop management criteria, and prepare advisory materials.

In addition to the knowledge required at Level 1-8, the incumbent applies mastery of pertinent research and analytical methodology; applies new hypothesis and theories; an understanding of how the OAHP program is administered and regulated to personally perform, oversee, and coordinate in order to develop new material for use OAHP-wide to supplement existing OAHP guidelines. Incumbent is the technical expert in the field of the closing process for PAEs. He/She provides expert advice and guidance to the OAHP portfolio management staff in applying policy related to PAE's in OAHP's closing procedures. Incumbent provides expert guidance in interpreting legal contracts, applying their terms and conditions to actual situations, and in understanding the restructuring process phases.

Since the knowledge required exceeds the highest level described in the Housing Management Series, GS-1173, the Primary Standard was referenced for evaluation of this factor.

The knowledge required is comparable to Level 1-9, which requires mastery of a professional field to generate and develop new hypotheses and theories; or equivalent knowledge and skill. The knowledge required exceeds Level 1-8, which does not include generating and applying new hypotheses and concepts as is required in incumbent's position.

Factor 2. Supervisory Controls

Level 2-5, 650 pts.

The incumbent works under the general guidance of the Director, Portfolio Management Office who assigns work in terms of broad objectives and program goals. Specific assignments are

generated out of policy and procedure application and program goals. The incumbent plans and carries out assignments independently, designing approaches, setting priorities, and executing a work schedule, which ensures that planning, and coordination efforts are completed in a timely manner. As an expert in the field, the work is generally considered technically authoritative and is not subjected to substantive review by the supervisor. Work products may be examined for compliance with broad agency policy.

The level of responsibility compares favorably to Level 2-5, where the employee is a recognized technical authority in the management of PAE restructuring programs. The level of responsibility exceeds Level 2-4, where the supervisor sets the objectives and establishes the resources available and in consultation with the employee, they develop deadlines, intended objectives and the work to be accomplished.

Factor 3. Guidelines

Level 3-5, 650 pts.

Basic guidelines include a myriad of broad and complex policy directives and regulations from OAHP, manuals, internal guidelines and directives, and accepted principles and practices. The incumbent is also guided by recent policy changes and Congressional mandates in the Voucher 8 assistance program. The incumbent is a recognized authority in the application of policy, guidelines, methods, and procedures that serve as precedents for staff and other agencies.

This factor compares favorably to Level 3-5, where guidelines consist of available policies, regulations, laws, ordinances, and legislative proposals. Although some guides are available, incumbent must exercise judgment in interpreting and adapting policies or regulations and is recognized as a technical authority. The guidelines exceed Level 3-4 where guides are available but require an incumbent to select, adapt, and apply the applicable policy and principles where necessary in the coordination of work products.

Factor 4. Complexity

Level 4-5, 325 pts.

Incumbent prepares, issues, and implements policy guidance on a broad range of OAHP's operations. He/She must choose the analytical techniques, methods and procedures to analyze, revise, and formulate decisions that meet OAHP program goals and objectives. Often, incumbent identifies matters that are hindering completion of work, performs research and finds acceptable solutions. In this respect, incumbent has to draft policy, procedure, or position papers to support a recommendation, interact with OAHP and other staff, contractors and stakeholders to refine the recommendation and get approval before implementing a solution. Incumbent is required to exercise considerable judgment in selecting, interpreting and applying guidelines while making sure that the laws, rules and regulations that apply to closing are analyzed, coordinated, and accurately applied.

The level of complexity is comparable to Level 4-5, where the work includes the identification of problems that require analysis and evaluation of factors as costs, services, timetables, area ordinances and various other general business activities. Work requires identification of the latest techniques, procedures, and concepts to develop program policies and procedures.

Factor 5. Scope and Effect**Level 5-5, 325 pts.**

The work involves developing criteria, procedures, instructions, and furnishing advisory, planning and review services on a wide range of projects pertaining to participation as PAEs in OAHP's restructuring program. All federal, state and local entities are extremely interested in PAE participation because problems in this area can affect the economic interests of many people. As a result, a policy and procedural decision made by the incumbent will have national scope and effect and is highly visible. Work involves interpreting and adapting policies, high-level directives, or new or revised methods that influence directly the PAE closing process. Such scope and effect affects the affordable housing industry nation-wide, and the amount of mortgage insurance provided by the Federal Government. The impact of the work affects OAHP's programs, policies, practices, operations, and the affordable housing industry.

The work described is comparable to Level 5-5 in that at this level, the purpose of the work is to develop program policies, resolve critical problems related to policy application, and coordinate major program functions.

The work exceeds Level 5-4 where the purpose of the work is to provide expertise as a specialist in techniques and methodology by giving advisory services to other agency organizations on specific problems, projects, programs, and functions.

Factor 6. Personal Contacts**Level 6-4, 110 pts.**

Contacts include supervisors and high-level managers with closing responsibilities in all OAHP production offices, the PAEs and their attorneys, all parties of the private sector companies, state and local employees of HFAs, representatives from interest groups, federal, state, and local regulatory officials, owners, lenders, and the public. Incumbent exercises tact, diplomacy, judgment, and technical expertise in meeting and dealing in unstructured settings to gain confidence and resolve disagreements.

Level 6-4 describes contacts with high-ranking officials from outside the agency. Contacts are usually in highly unstructured settings.

The Level 6-3 is exceeded since contacts at this level are described as agency contacts, management officials and representatives of public, private, and other agencies. Contacts are at the employee's workplace or other locations available to persons contacted.

Factor 7. Purpose of Contacts**Level 7-4, 220 pts.**

Contacts are to resolve policy issues and problems, persuade others, defend, explain, influence, motivate, or justify OAHP policies, practices, or procedures regarding PAEs in OAHP's restructuring program. Persons contacted may be fearful, skeptical, or uncooperative. Incumbent therefore must be skillful in approaching the individual or group in order to gain desired results.

This purpose of contacts meets Level 7-4 where the purpose is described as above. The purpose exceed Level 7-3 because at the 7-3 level, the purpose is to influence or persuade agency officials, local groups, etc., to accept plans, schedules, policy and methods that may be a conflict with the already established work.

Factor 8. Physical Demands

Level 8-1, 5 pts.

The physical demands described are a direct match.

Factor 9. Work Environment

Level 9-1, 5 pts.

The work environment described is a direct match.

Total Points = 4140

Final Determination:

A total of 4140 points falls in the range of 4055 points – up for conversion to GS-15. This position is correctly classified as Closing Technical Manager, GS-1101-15.