

HG3040

POSITION DESCRIPTION  
COVER SHEET

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

4. HOUSING PROGRAM SPECIALIST (OUTSTATIONED)				5. PAY PLAN GS	6. SERIES 1101	7. GRADE 13
8. WORKING TITLE (Optional)					9. INCUMBENT (OPTIONAL) Green, Herbert W.	

10. TITLE

11. PP GS	12. SERIES 1101	13. FUNC	14. GRADE 13	15. DATE 8-10-98	16. I/A <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER A. Elizabeth Simms
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st HUD-Housing	5th F. Worth Houston
2nd DAS for Single Family Housing	6th
3rd Single Family Homeownership Center	7th
4th	8th

SUPERVISOR'S CERTIFICATION

certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the information 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 <i>A. Elizabeth Simms</i>	20. DATE 8/10/98	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE Director, Homeownership Center		24. SECOND SUPERVISOR'S NAME AND TITLE	

ACTOR EVALUATION SYSTEM

ACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE 13

CLASSIFICATION CERTIFICATION

certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE <i>A. Elizabeth Simms</i>	30. DATE 8-10-98
31. NAME AND TITLE Elizabeth Simms, Sup. Personnel Mgt. Spec	

32. REMARKS H/A 13 OCC for 6/5/11/11/9/93 OPM Std 1173 d/11/9/98 No promotion potential GS-13	33. OPM CERTIFICATION NUMBER
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# MASTER RECORD/ INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>					
1. I (1)  A/C/D/R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

<b>B. MASTER RECORD</b>										
1. PAY PLAN (2)		2. OCC. SER. (4)		3. OCC. FUNC. CD. (2)		4. OFF. TITLE CD. (2)		5. OFF. TITLE (38)		
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 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. DT. CLASS (8)
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA			12. INACT/ACT (1) I = Inactive A = Active		13. DT. ABOL. (8)		14. DT. INACT/REACT (8)		15. AGCY. USE (10)	
16. INTERDIS. SER. (40)										
(4)      (4)      (4)      (4)      (4)      (4)      (4)      (4)      (4)      (4)										
17. INTERDIS. SER. (40)										
(5)      (5)      (5)      (5)      (5)      (5)      (5)      (5)      (5)      (5)										

<b>C. INDIVIDUAL POSITION</b>												
1. FLSA CD. (1) Exempt Nonexempt		2. FIN. DIS. REQ. (1) 0 = None    3 = SF 278 1 = CD 219   4 = AD 392 2 = CD 220   5 = SF 849			3. POS. SCHED. (1) A = Sched A    0 = Excepted but not A, B, C B = Sched B C = Sched C			4. POS. SENS. (1) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LEV. (4)		
6. WK. TITLE CD. (4)		7. WK. TITLE (38)										
8. VAC. REV. CD. (1) 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								9. VAC. REV. CD. (1)				
10. TARGET GC. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank = NA Y = Yes		13. DUTY STATION (9) State (2)    City (4)    County (3) 48    3280    201			14. BUS. CD. (4)	15. DT. LST. AUDIT. (8)	16. PAS. IND. (1) Blank = NA 1 = PAS	17. DATE EST. (8)
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGE 6 = Policy Analysis GEG 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (8)		20. NTE. DT. (8)		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. 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. DT. EMP. ASGN. (8)		24. DT. ABOL. (8)		25. INACT/ACT (1) 1 = Inact. 2 = Act.		26. INACT/ACT (8)		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)

30. CLASSIFIER'S SIGNATURE	31. DATE
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32. REMARKS
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Housing Program Specialist, GS-1101-13  
(Homeownership Center,

Outstation

## I. INTRODUCTION

This position, located in the HUD Homeownership Center (HOC), in the Field is primarily responsible for the proper support of Single Family program activities of the Department of Housing and Urban Development, Office of Single Family Housing. The incumbent is responsible for construction and appraisal complaint resolution; contract monitoring of Real Estate Owned (REO) property inspections, closing agents, appraisers and Management and Marketing (M&M); conducting property inspections of REO properties; monitoring REO mission properties; on-site inspections for Single Family mortgage insurance programs; technical support in local industry training, program implementation, housing counseling and assists in the design implementation of specific local affordable housing programs; HOC liaison activities with the Community Builders and others; and providing Business Operations Plan (BOP) and technical support to the Community Builders and others.

## II. MAJOR DUTIES AND RESPONSIBILITIES

As a Senior Housing Program Support Specialist, the incumbent is HUD's expert and advisor on aspects of the programs administered by the Office of Single Family Housing. As Single Family Housing's primary contact and program support person, the incumbent's duties and responsibilities include:

- Single Family construction and appraisal complaint resolution with particular emphasis on 518(a) construction complaints and complaints on appraisals.
- Contract monitoring as a contract monitor, Government Technical Representative (GTR), or Government Technical Monitor (GTM) for an array of contracts that may include M&M, REO property inspections, and closing agents.
- Inspections of REO properties.
- Monitoring of REO mission properties and participants to include properties sold to police officers (Officer Next Door), nonprofits, and local government agencies.
- On-site inspections of condominiums and planned unit developments seeking approval, on-site reviews of appraisals, 203k inspections and new construction field reviews.

- Technical support for design implementation of specific local affordable housing programs, local industry training, new/revised program implementation, and housing counseling technical assistance and monitoring grants.
- BOP and technical support to Community Builders and others.
- Traveling extensively throughout the assigned area to develop and maintain liaison activities with Community Builders, contractors supporting Single Family Housing's activities, clients and customers, Housing partners, and others.
- Establish program support goals, objectives and strategies with HOC's staff tailored to the needs and demands of the area assigned and incorporated into the HOC's operational activities.

### III. FACTORS

#### 1. Knowledge Required

- Expert knowledge of Single Family's structure, mission, policies, programs, functions, and their organizational relationships.
- Expert knowledge of work and task distribution to improve efficiency in program support activities.
- Comprehensive knowledge of work and task distribution to improve efficiency of program support activities and operations.
- Extensive knowledge of analytical and evaluative methods.
- Expert understanding of how HUD's programs are administered.
- Ability to determine program support activities are appropriate, evaluate for their efficiency, and determine how to design/redesign to meet the program's mission and goals.
- Ability to make complex formal and informal presentations.
- Ability to communicate with diverse partners and customers, and cohorts both oral and by written means.

#### 2. Supervision Received

- The incumbent is under the general supervision of the Chief. The incumbent schedules and carries out projects concerned with the planning, coordination,

implementation, analysis, and evaluation of program support efforts for Single Family Housing programs. The incumbent and supervisor develops a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion.

- Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives. Completed work is also reviewed critically outside the incumbent's immediate office by staff and line management officials whose programs and employees would be affected by the implementation of the recommendations.

### 3. Guidelines

Guidelines used include HUD's General Accounting Office, Office of Management and Budget, Treasury manuals and other related materials. Guidelines require considerable adaptation and/or interpretation for applications to issues and problems studies. Within the context of broad regulatory guidelines, the incumbent may refine or develop more specific guidelines or methods for the implementation of program support activities, programs or methods and improve the effectiveness in the administration of such activities.

### 4. Complexity

Assignments require detailed plans and goals for implementing a specific program support strategy and/or developing criteria to evaluate the effectiveness of the specific approach and procedure. Assignment may be diverse and unrelated and may require the incumbent to become especially conversant in a particular program, a partner's or customer's needs, or a specific technique or strategy. Such will require independent research, assessing many issues, and then developing a proposed course of action as the result of reviewing various alternatives. Successful execution of the tasks are dependent upon the incumbent's ability to initiate, direct, coordinate, and perform various complex and difficult tasks.

### 5. Scope and Effect

The purpose of the work is to develop, plan, coordinate, initiate, monitor, and evaluate the effectiveness of the program support efforts for Single Family Housing programs. Such work involves a focus on the delivery of program benefits or services at the operating level.

## 6. Personal Contacts

Personal contacts include co-workers, managers, and supervisors throughout the HUD organization, personnel and officials from other Federal, state and local agencies, staff and clients of non-profit organizations, community leaders, professionals of lending institutions, educational organizations, trade organizations, and other commercial entities.

## 7. Purpose of Contacts

Contacts are for the purpose of obtaining, providing, or clarifying information, gathering facts, resolving issues, coordinating and devising new or revised program support strategies for Single Family Housing's systems or programs.

## 8. Physical Demands

The work is primarily sedentary, although some slight physical effects may be required.

## 9. Work Environment

The work is performed in an adequately lighted and climate controlled office and in the field. Some travel is required.