

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POSITION DESCRIPTION COVER SHEET

RECOMMENDED					
4. TITLE HOUSING PROGRAM ADVISOR			5. PAY PLAN GS	6. SERIES 1101	7. GRADE 14
8. WORKING TITLE (Optional)				9. INCUMBENT (OPTIONAL) Incumbency on!	

OFFICIAL						
10. TITLE Housing Program Advisor						
11. PP GS	12. SERIES 1101	13. FUNC	14. GRADE 14	15. DATE	16. I/A <input type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st Department of Housing and Urban Development	5th
2nd Office of Housing	6th
3rd Deputy Assistant Secretary for Multifamily Housing	
4th	

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL

# of pages = 4

To Ted Ford	From Linda Larkin
Dept./Agency	Phone #
Fax # 202-708-7616	Fax #
NSN 7540-01-317-7368	5099-101 GENERAL SERVICES ADMINISTRATION

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities necessary to carry out Government functions for which I am information is to be used for statutory purposes relating to appointments constitute violations of such statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE 	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE Helen Dunlap, Deputy Assistant Secretary for Multifamily Housing		24. SECOND SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	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

CLASSIFICATION CERTIFICATION	
I 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 Mary Zyman	30. DATE 4/10/95
31. NAME AND TITLE Classification Work Group	
EMARKS Incumbency allocation only	33. OPM CERTIFICATION NUMBER

## HOUSING PROGRAM ADVISOR GS-1101-14

### INTRODUCTION

This position is located on the staff of the Director, \_\_\_\_\_ . The incumbent performs analytical, technical, advisory, and operational tasks in support of the Director. The incumbent serves as an advisor on Housing-related issues, programs, and policies, and resolves major problems or issues which are assigned by the Director. The incumbent is consulted regularly on matters related to policies and procedures, and provides advice and assistance to subordinate organizational levels. The incumbent undertakes routine and complex projects related to the areas of Asset Management, Real Estate Owned, and Production.

### DUTIES

1. Serves as the functional expert and provides leadership and assistance as necessary to Field Office Housing staff. Identifies systemic problems which crosscut functional areas related to the areas of Asset Management, Production, and Real Estate Owned. Serves as a member of other teams to develop appropriate solutions (which often will be extended areawide) to extremely complex issues and problems identified by either program evaluations or contact with Field Office staff.
2. Provides expert advice and guidance to Housing staff and others on complex Housing issues; serves as liaison between the Headquarters and Field Office staff on new policies and procedures; provides input to Headquarters staff on specific policy and legislative changes, or new legislation.
3. Acts as coordinator and principal advisor on key programmatic issues and problems.
4. Provides advice to Housing staff to ensure effective programmatic performance, and ensures that staff are focusing attention on those priorities identified by the Director.
5. Provides advice to the Housing staff on the overall management of Housing programs, including Asset Management, Production, and REO.
6. Prepares analytical papers on programs assessing program effectiveness and suggesting new policies and policy changes. Develops appropriate strategies, tools, and procedures to address identified performance deficiencies and unusually complex problems.
7. Assists Housing staff in the achievement of Management Plan goals, assesses Management Plan reports and provides input, where required.

Page 2.

8. As the Field Office expert on Housing Programs, the incumbent is responsible for making interpretations for all related regulations, issuances and policies.
9. Provides technical assistance to Housing staff on complex policy or operational issues. Serves as a consultant in the development of tailored packages to address those needs. Facilitates the identification of sources for the provision of technical assistance to Housing staff. Initiates, convenes and chairs meetings, workshops, seminars and conferences.
10. Occasionally serves as Team Leader for various staffs or projects. When serving as a Team Leader, distributes and balances workload among the team, make team assignments, concurs in all correspondence. Reviews, initials and make recommendations to the Director on all travel orders, travel vouchers, leave and performance ratings prior to approval.
11. Utilizes available computer equipment and data systems to maintain data, track performance trends and compliance issues and generate appropriate work products.

**Factor 1, Knowledge Required by the Position - Level - 1-8 1550 Points**

A mastery of HUD rules and regulations, statutes and other controlling documents pertaining to various Housing programs to facilitate developing new or improved work methods, procedures, organizational structures, etc.

A mastery of the trends in Housing programs, and the management and utilization of up-to-date information within the field in order to provide Housing staff with information upon which to develop solutions to significant problems.

**Factor 2, Supervisory Controls - Level - 2-5 650 Points**

Work is done under very general administrative supervision of the Director, who provides guidance as to major Departmental objectives, priorities and policies, and who is available for consultation. The work is reviewed in terms of overall accomplishments, meeting of critical deadlines and compliance with objectives. It involves independent judgement, although matters concerning substantive questions may be addressed with Director. The incumbent functions independently on a day-to-day basis in planning and managing assignments, independently determining the proper scope of the project, the methods to be used to achieve the objective and discusses only unusual situations with the supervisor. Independent decisions regarding work priorities are normally unreviewed prior to final action assuming consideration is given to overall requirements. The incumbent is available, as required for technical consultation for field staff. The Director relies on the technical expertise

Page 3.

of the incumbent in assuring that overall goals and objectives are met.

**Factor 3, Guidelines - Level 3-5 650 Points**

Guidelines include Departmental Handbooks, Notices, and Guidelines. The expert uses judgement and ingenuity in adapting these policies to solve extremely complex problems, and in developing new methods for use by the Housing staff. *For some projects there are virtually no precedents to draw on.*

**Factor 4, Complexity - Level 4-5 325 Points**

The work involves performing complex reviews and analyses of Housing problems and issues, identifying operational and programmatic deficiencies, and providing Housing staff with technical assistance. The incumbent is sometimes consulted by Headquarters policy staff when commenting on policy changes, etc. Recommendations by the incumbent are sometimes given serious consideration due to his/her expertise in the Housing field.

**Factor 5, Scope and Effect - Level 5-5 325 Points**

The work involves developing programs and procedures necessary to analyze program effectiveness and recommend appropriate changes in extremely complex program operations. Many of these changes extend throughout the Field Office and may be shared with Headquarters for nationwide implementation.

**Factor 6, Personnel Contacts - Level 6-3 60 Points**

Contracts are with employees in Field offices, Housing clients, and employees in Headquarters. Contacts are for the purpose of exchanging information or clarifying information or clarifying questions or negotiating resolutions to complex issues.

**Factor 7, Purpose of Contacts - Level 7-3 120 Points**

The purpose of the contacts is to resolve problems, develop improved systems, gather information, etc.

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

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required.

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

The work involves normal risks or discomforts associated with working in an adequately lighted and ventilated office.

*Total Points - 369*