

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

## POSITION DESCRIPTION COVER SHEET

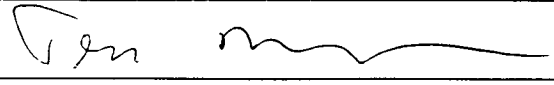
RECOMMENDED			
4. TITLE Funding Control Specialist	5. PAY PLAN GS	6. SERIES 1101	7. GRADE 05
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL							
10. TITLE Funding Control Specialist (Trainee)							
11. PP GS	12. SERIES 1101	13. FUNC	14. GRADE 05	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
17. CLASSIFIER							

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st HUD-Housing	5th
2nd DAS for Multifamily Housing	6th
3rd Multifamily Hub	7th
4th	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	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE Director, MF Hub		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE Toni Wallace, Operations Officer	

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			27. TOTAL POINTS		27.
					28. 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 	30. DATE 6/10/99
31. NAME AND TITLE Tess Miragias, Human Resources Coordinator	

## Statement of Difference

Position Title: Funding Control Specialist (Trainee)

### GS-5 Level

This is an upward mobility position and is developmental to the full performance level of GS-12. The target grade is GS-7. The duties performed are those of an entry-level trainee and are commensurate with the grade of the position. At this GS-5 level, the supervisor or higher-grade employee provides work with specific and detailed instructions. Work is performed under close supervision and reviewed both while in progress and upon completion.

The incumbent will receive job orientation, on-the-job training and formal training in funding control.

**FUNDING CONTROL SPECIALIST (TRAINEE)  
MULTIFAMILY HUB, SUPPORT TEAM  
GS-1101-7**

**INTRODUCTION**

This position is located on the staff of the Operations Officer. The incumbent provides technical advice to the Operations Officer and other field office staff on issues related to fund availability and funding decisions of HUD assisted programs. In this capacity, the Funding Control Specialist works closely with the Operations Officer to ensure that the Secretary's interests and objectives for housing programs are achieved with allocated funds. Handles workload associated with the processing, maintaining and tracking of multifamily housing funding assignments for field offices, including Section 202/811 fund assignments; multifamily technical support under Technical Disciplines Contracts (TDCs); Multifamily Section 8 contract renewals and amendments; Service Coordinator Grants; Service Program Grants; Drug Elimination Grants; etc. The incumbent provides advice on funding decisions, controls, information and documentation systems, and similar functions.

This position is developmental to the full performance of GS-12. The duties performed are those of an advanced trainee and are commensurate with the grade of the position. At this GS-7 level the employee performs assignments which are planned to provide further technical development. Completed work is thoroughly reviewed for adequacy, accuracy and adherence to HUD's policies and methods. Promotion is based on satisfactory performance of assigned duties, and availability of work at the higher level.

**MAJOR DUTIES AND RESPONSIBILITIES**

**A. Program Management and Internal Controls**

**Program Implementation and Compliance Monitoring:**

The Funding Control Specialist works closely with the Operations Officer and various field offices to assure that all funding available for

various programs is utilized to its maximum potential; that projects with the greater needs are addressed; and, that funding actions are processed in a timely manner. Serves as Funding Control Specialist for all multifamily activities.

The incumbent consults with Operations Officer to resolve funding issues considered atypical. Resolves issues that may conflict with changing regulations, past precedents, current policies and procedures. Keeps the Operations Officer informed of potential problems and makes recommendations for possible solutions.

Receives the assignment through the Operations Officer from the Multifamily Hub, and performs the funding control function for the Hub, monitoring expenditures and balances, preparing funding requests with appropriate explanation and guidance. Drafts correspondence to request additional funding or transfers in subcategories, or to obtain clarification from the Headquarters.

Establishes and monitors internal systems to assure timely receipt, control, review, and analysis of annual amendment needs and contract renewals of all Section 8 Housing Assistance Payments Contracts.

Prepares all forms and documents required to reserve, obligate and track all funding actions. Funding actions include but are not limited to funding of Section 8 contract renewals and amendments, technical discipline contracts, etc. Responsible for fund control activities associated with FHA Field Office contracts for Multifamily Housing Programs. Processes and consolidates Section 8 project reserve amendments that occur quarterly, including allocating and reallocating funds as needs dictate.

Evaluates data quality to assure Multifamily program data/funds are accurate, complete and timely.

**Workload Management:** Analyzes all facets of multifamily housing funding estimates and other related matters. Based on this analysis,

identifies actual or potential problem area and recommends fund changes to correct current or potential deficiencies.

Assists the Operations Officer in assuring that workload is prioritized and scheduled; that activities are scheduled or reassigned as appropriate; that data systems and automated reporting systems are in place and accurate to assure work items can be tracked and analyzed; that actions are taken to enhance program results; that operations are adjusted when necessitated by changing demand and/or reduction in resources and that accurate and timely reporting of operations and activities are accomplished.

Keeps the Operations Officer advised of sensitive situations and exceptions to standard processing.

**Coordination:** Actively consults with other staff members, e.g., attorneys, economists, FHEO staff. Coordinates and works closely with multifamily staff to ensure accurate and timely funding actions to meet program objectives and provide quality customer service. Maintains liaison with the appropriate Hub staff as it relates to assigned funding functions.

### **Communications and Representation, Internal and External to HUD**

**Work Relations:** Participates in intra and cross functional teams dealing with funding issues.

Assists in providing training and technical assistance for the program staff in analyzing and resolving unusual financial and accounting problems directly impacting the use of Section 8 and/or other contract funds. The accuracy and timeliness of performance has a direct effect on the accomplishment of the Departmental goals.

**Customer Relations:** Performs a role of facilitator and provider of technical information to staff and customer inquiries.

Uses creativity in problem solving with other staff in projecting a positive, cooperative image for the immediate Office. Fosters partner-type

relationships by attending regular meetings with other staff, industry and other interested parties to discuss problems and issues related to funding activities.

**Policy Interpretation:** The incumbent interprets regulations, policies, and procedures related to funding of HUD's programs.

**Intergovernmental Liaison:** Promotes and maintains cooperative working relationship with other Federal, State and local agencies as it relates to assigned activities within the Branch.

—Performs other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

--Experience in administrative and technical work which has provided the incumbent an opportunity to acquire a knowledge of HUD funding principles, practices, methods and techniques. Incumbent must have a thorough knowledge of the laws, regulations and precedents applicable to funding in HUD Multifamily Housing programs and must possess expert knowledge of analytical and evaluative methods. Key to success here is a knowledge of the primary relationships between the many programs and funding support functions as they are applied within the Department. A good knowledge of planning, programming and budgeting regulations, guidelines and processes is required.

In addition to the above the incumbent must have the ability to make clear oral and written presentations, to maintain effective personnel relationships in a work situation and to expedite work where numerous "short range" tasks are involved. The incumbent must also have a knowledge of the policies, processing procedures and individual responsibilities of employees in each related Multifamily Housing funding element in the Field Office.

### **SUPERVISORY CONTROLS**

--This position is under the direct supervision of the Operations Officer. The Funding Control Specialist's completed work is thoroughly reviewed

for accuracy, adequacy, and adherence to HUD policies and methods. The supervisor provides administrative direction of assignments in terms of broadly defined priorities. The incumbent plans, designs and carries out the assigned analysis and evaluation function and other special projects. Controversial questions, highly sensitive matters and questions requiring a higher level of professional qualifications are referred to the Supervisory Project Manager.

### GUIDELINES

--Guidelines consist of Federal legislation, departmental regulations and approved Handbooks, and funding policy statements which have a direct or indirect relationship to funding for HUD Multifamily Housing Programs. Judgment and discretion must be used in determining extent and interpreting Handbook, regulatory guidance, or policy. The incumbent must devise proper methods for obtaining information and developing data from all available sources.

### COMPLEXITY

--At this GS-7 level the employee performs assignments which are planned to provide further technical development. The complexity of work at this level can result in observations and recommendations for changes in funding assignments. Analyses look to the substance of key agency programs and some require input and assistance from supervisor and subject matter specialists in fields appropriate to the subject. The work will frequently involve efforts to develop and implement funding of programs based on new or revised legislation or regulations, changes in goals or new or revised automated data systems.

### SCOPE AND EFFECT

--Analyses, evaluations and recommendations have impact on the overall multifamily housing funding activity for the Hub. Provides multifamily housing input to other organizational elements within the office as it relates to funding. The purpose of the work is to analyze and evaluate major funding aspects of substantive, mission-oriented programs. This may

involve the development of long range funding plans, goals, objectives and milestones. It may also involve evaluating the effectiveness of funding delivery and monitoring through the field office. The work requires the identification and development of ways to resolve problems and/or to resolve conflicts which directly affect the accomplishment of principal program goals and objectives.

### **PERSONAL CONTACTS**

--Personal contacts are with Field Office technical, supervisory and managerial personnel at all levels and with Multifamily Housing personnel, including Funding Control in Housing's Budget Office.

### **PURPOSE OF CONTACT**

--Contacts are for the purpose of monitoring, evaluating, exchanging information, justifying or settling matters involving significant or controversial issues of funding in the Hub, influencing the acceptance and implementation of findings and recommendations on such issues as resource problems, etc.

### **PHYSICAL DEMANDS**

--Most work is sedentary. Assignments regularly involve extended periods of attention to computer monitors and the analysis of concentrated computer data.

### **WORK ENVIRONMENT**

--Most work is performed in an adequately lighted and climate controlled office setting.