

POSITION DESCRIPTION
VOUCHER SPECIALIST, GS-1101-11

SETID	HUD01	JOB CODE	HH0410	DATE	04/11/2007	OPM CERT #			
PAY PLAN	GS	SERIES	1101	GRADE	11	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	VOUCHER SPECIALIST								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	William S Fox								
CLASS STANDARD	ADMIN ANALYSIS GEG								
DATE CLASSIFIED	04/11/2007								

MAJOR DUTIES

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This position is located in the Office of Housing, Office of the DAS for Multifamily Housing Programs, Office of Housing Assistance and Contract Administration Oversight, Rental Assistance Quality Assurance Division. The incumbent performs under general supervision of a Division Director. The Division is responsible for the review and approval of financial documents related to rental assistance contracts administered by public housing agencies (contract administrators), project owners and management agents. The Division's mission is to ensure timely and accurate rental assistance payments to contract administrators, project owners and management agents.

The incumbent serves as an advisor for financial matters relating to project-based rental assistance. Responsibilities include reviewing and approving requests for rental assistance payments submitted to the Division by project owners and management agents, and providing technical support to Multifamily Hub and Program Center staff through analysis of financial data and documents.

- Reviews project-based rental assistance vouchers submitted to the Division by project owners and management agents. Uses data from a variety of systems in making decisions regarding approval of payments. These systems include the Tenant Rental Assistance Certification System (TRACS), the Real Estate Management Center (REMS), and the Line of Credit Control System (LOCCS).
- Analyzes financial data and documents to ensure compliance with project-based rental assistance program requirements, and prepares written reports of findings and recommendations. Presents findings and recommendations to the Division Director for approval. Communicates approved findings and recommendations to project owners and management agents.
- Provides technical support to project owners and management agents by responding to questions related to project-based rental assistance program requirements.
- Provides technical support to Multifamily Hub and Program Center staff on issues related to the financial management of project-based rental assistance contracts.
- Recommends and implements solutions to financial problems and takes an active role in implementing needed changes. Initiates and participates in team assignments, as needed, to deal with crosscutting financial management issues.
- Assists the Division Director in monitoring and evaluating Management Plan or Performance Plan goals, including the development and analysis of diagnostic data. Clarifies issues and resolves problems, and provides input into Management Plan and Performance Plan reports.
- Makes recommendations to the Division Director for new policies and procedures to improve Division operations. Participates in meetings for the purpose of assessing recommendations for improved operations.
- Plans and conducts training on policies and procedures related to the Division operations. Serves as a technical expert on project-based rental assistance program requirements at conferences, seminars, and workshops.
- Prepares and submits administrative, programmatic and statistical written reports. Processes correspondence and special requests as assigned.
- Performs other duties as assigned.

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FACTOR 1 - Knowledge Required by the Position

- Knowledge of project-based rental assistance program requirements and the ability to interpret and apply statutes, regulations, and policies that affect the Division's operations.
- Knowledge of the monitoring and oversight process and skill in extracting and analyzing financial data and documents from numerous sources in order to identify and solve problems.
- Skill in formulating and presenting recommendations, and negotiating resolutions of strongly contested issues.
- Ability to develop and conduct training programs.
- Skill in basic mathematics and the ability to use computers.
- Skill in verbal and written communications.
- Ability to deal with others with tact, diplomacy and confidentiality.

FACTOR 2 - Supervisory Controls

Assignments are given in the form of goals and objectives, priorities and deadlines. The incumbent works independently, but the supervisor is available to assist on complex or controversial assignments. Work is reviewed for consistent interpretation of legal precedents, impact on policies and procedures, effectiveness in supporting goals and objectives, and equitable treatment of customers. The incumbent's expertise is such that recommendations are usually accepted. The incumbent is considered an authority on project-based rental assistance program requirements and provides expert technical support and exercises good judgment in developing appropriate solutions to identified problems. The incumbent communicates directly with project owners and management agents regarding project-based rental assistance program requirements. The incumbent independently resolves most conflicts and coordinates Multifamily Hub and Program Center staff involvement, as necessary. The incumbent keeps the supervisor informed of potentially controversial issues. The incumbent performs all assigned duties on a timely basis. Completed work is evaluated for attainment of goals and objectives, accuracy, soundness of conclusions, and effective use of resources.

FACTOR 3 - Guidelines

Guidelines are available and consist of Departmental regulations and manuals, Federal regulations legislation, statutory guidelines and policies, but are not always applicable and lack specificity in dealing with the work. The incumbent uses judgment in the interpretation and adaptation of the available guidelines, such as statutory guidelines and policies, and procedures related to specific situation cases. The incumbent must devise proper methods for obtaining information and developing data from all available sources in order to analyze results and recommend changes.

FACTOR 4 - Complexity

The work involves the performance of a variety of tasks related to the monitoring of project-based rental assistance program activities. The incumbent analyzes financial data and documents, and interviews project owners and management agents in order to evaluate compliance with program requirements. The incumbent identifies problems and negotiates appropriate solutions with project owners and management agents.

FACTOR 5 - Scope and Effect

The nature of work of the Division is of a national scope and impact. The incumbent provides technical support to Multifamily Hub and Program Center staff, and advisory services to project owners and management agents. Decisions involve complex programs and substantial expenditures, and deal with significant and controversial issues. The purpose of the work is to ensure project owners and management agents comply with project-based rental assistance program requirements. The work involves analyzing financial data and documents to identify unauthorized rental assistance payments and other problems. The work affects the Division's mission to ensure timely and accurate project-based rental assistance payments. As a result of incumbent's recommendations, the amount and timing of rental assistance payments to project owners and management agents are affected.

FACTOR 6 - Personal Contacts

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Persons contacted include Headquarters staff, Multifamily Hub and Program Center staff, CFO Accounting Center staff, and project owners and management agents. Contacts are usually related to problem-solving efforts and are not established on a routine basis.

FACTOR 7 - Purpose of Contacts

The purpose of contacts is to exchange information related to project-based rental assistance. This includes providing technical support and training, and negotiating appropriate solutions to identified problems.

FACTOR 8 - Physical Demands

The work is mostly sedentary; however, some standing and stooping is required. Training and other duties will necessitate travel. The incumbent must be able to perform all position requirements, including the use of general and prescribed business equipment.

FACTOR 9 - Work Environment

The work is performed primarily in an office setting, and involves the normal risks and discomforts associate with an adequately lighted, heated and ventilated office.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-7	1250
2-4	450
3-3	275
4-4	225
5-3	150
6-2	25
7-2	50
8-1	5
9-1	5

Total 2435 = GS-11 (2355 - 2750)