

POSITION DESCRIPTION
CONST ANAL, GS-0828-12

SETID	HUD01	JOB CODE	HP0180	DATE	12/21/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0828	GRADE	12	PAY BASIS	Per Annum	FUNC CLASS	Construct
WORK TITLE	CONST ANAL								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0010
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Yvonne M Rorie								
CLASS STANDARD	OPM GS PCS FOR CONSTRUCTION STANDARD SERIES, GS-0828, TS-59, DECEMBER 1965; OPM PRIMARY STANDARD								
DATE CLASSIFIED	12/21/2005								

MAJOR DUTIES

Reviews and analyzes inspection data gathered on multifamily and or public housing properties for physical inspection performance in areas such as; General Maintenance Management, Hazardous Building Materials, Architectural Barrier Act, regulations 24 CFR 40 41, Section 504, 24 CFR 8, and the Uniform Federal Accessibility Standards.

Recommends and implements solutions to complex problems and takes an active role in implementing needed changes. As necessary, provides technical assistance and advice to the HUB Field Offices and Enforcement Center, on issues relating to the management and maintenance of multifamily and or public housing units, hazardous building materials, utilities (including energy conservation), handicapped accessibility, demolitions, etc. Takes action to either correct performance deficiencies and compliance violations by developing tailored training packages, information dissemination, etc., or recommending that potentially severe compliance issues be referred to the Enforcement Center. Disseminates information and resource material on general maintenance practices and issues to the Field Office.

Reviews standards established for evaluating the physical condition of structures, units and community spaces; makes recommendations for modification to standards, rating and ranking criteria, based on analysis of trends and performance outcomes.

Initiates and participates in team assignments as needed to deal with crosscutting physical integrity issues. Works with the Team Leader in efforts related to physical inspections and problems issues, in order to develop appropriate solutions (which often will be extended nationwide) on extremely complex issues and problems identified by either analysis of date or through contact with HUB Field Office staff.

Prepares and submits various programmatic and administrative written reports, evaluations, plans and strategies on problems, issues, budgets, training needs assessment, travel and cost effective utilization of resources.

Accesses and provides recommendations for improved operations and performance. Applying knowledge of the policies, laws, regulations, procedures and methods of physical inspection, exercises originality in developing and establishing standards, procedures and instructions necessary to guide the Center, HUB Field Offices and other involved parties.

Provides targeted on-site assistance in physical aspects of multifamily and public housing properties. Contacts involve negotiation and persuasion in obtaining the adoption of technical points and methods that are in conflict with desired and opinions of other analysts or engineers.

Utilizes available computer equipment and date systems to maintain current data, track performance trends and compliance issues, and generate appropriate work products.

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the residential construction field and experience in developing plans, specifications, and in negotiations work. This includes knowledge of the concepts, principles and practices that enable the incumbent to use judgment, rely upon knowledge of new developments, and apply experimental theories in solving problems of a novel or obscure nature. This also encompasses problems not susceptible to accepted methodology and in making decisions that result in the development of or significantly change important public policies or programs.

Knowledge of Federal and agency regulations; knowledge of the specific organization's programs and missions; as well as knowledge of pertinent laws, regulations, and policies related to program operations area to consider their impact on programs.

Skill in applying analytical and evaluative methods and techniques in the development of new procedures and approaches to identify and resolve significant issues and problems of a unique nature.

Ability to communicate effectively in order to make recommendations to management.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor provides limited direction, setting the overall project objectives. In consultation with the incumbent, the supervisory develops deadlines and project plans. The incumbent is responsible for independently performing assignments and keeping the supervisor apprised of potentially controversial issues. Completed work is reviewed for effectiveness in meeting organizational goals and overall feasibility.

FACTOR 3. GUIDELINES

Guidelines consist of broadly stated mission objectives and Federal regulations. The incumbent conducts extensive analysis and interpretation in applying the provisions of the numerous and complex guidelines. Independent research is conducted to determine the applicability of the guidelines for many unique and difficult assignments and modify them accordingly.

FACTOR 4. COMPLEXITY

The work involves different processes and methods. Such assignments include in-depth analysis of program requirements, budgetary constraints, regulatory limitations, and agency policy. The incumbent makes decisions regarding the design of plans and assesses circumstances and available data. The incumbent makes decisions, interprets considerable data, plans the work, and refines the methods and techniques to be used.

FACTOR 5. SCOPE AND EFFECT

The incumbent is responsible for all phases of assignments. The work has a major impact on the efficiency and effectiveness of operations that contributes to overall productivity of the organization. The work involves studies of administrative and managerial processes and procedures to assess and subsequently refine the productivity, effectiveness, and efficiency of program operations. The issues involved may cross-organizational lines or geographical areas. The studies performed could affect the administrative methods of the managerial processes of the organization.

FACTORS 6 7 PERSONAL CONTACTS PURPOSE OF CONTACTS

Contacts include employees and top managers within the organization, as well as, managers at various levels within private industry. Contacts occur through meetings, during which

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consultations take place and the incumbent presents issues, proposals, ideas and negotiations. At this point the incumbent may also provide information of a technical nature and develop approaches to reach a mutual understanding of a situation.

FACTOR 8. PHYSICAL DEMANDS

The work requires some physical exertion such as long periods of standing, walking over rough, uneven, or rocky surfaces such as abandoned roof tops; recurring bending, crouching, stooping, or similar activities. The work may require specific but common, physical characteristics and abilities such as above-average dexterity.

FACTOR 9. WORK ENVIRONMENT

Work involves moderate risks or discomforts associated with extensive travel (via air and automobile) and inspecting project sites in various climates and weather conditions. There may be occasional exposure to dusty or dirty conditions, hazardous materials and or construction hazards, which require caution and compliance with outstanding procedures by the incumbent while conducting on-site visits to properties, projects and facilities. This position requires 100% travel

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
3-4	450
4-4	225
5-4	225
6-3	60
7-3	120
8-2	20
9-2	20

Total 2820 = GS-12 (2755 - 3150)