

POSITION DESCRIPTION

SR COMPLIANCE SPECLST, GS-1101-14

SETID	HUD01	JOB CODE	HH0168	DATE	05/19/2005	OPM CERT #			
PAY PLAN	GS	SERIES	1101	GRADE	14	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	SENIOR COMPLIANCE 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	Marlene D Thrash								
CLASS STANDARD	PRIMARY STANDARD								
DATE CLASSIFIED	10/19/2005								

MAJOR DUTIES

Senior Compliance Specialist, GS-1101-14

This position is located on the Government Sponsored Enterprise Regulatory Staff, in the immediate office of the Assistant Secretary for Housing-FHA Commissioner. The Government Sponsored Enterprises (GSE) Regulatory Staff is responsible for providing support to the Assistant Secretary for Housing and the Secretary in managing the Secretary's oversight responsibilities for Fannie Mae and Freddie Mac (the GSEs). Staff is responsible for analyzing and tracking developments in the mortgage industry and investment markets, maintaining relevant data on these corporations and performing routine and special analyses necessary for effective oversight. The staff's specific duties include working with other HUD offices to establish, monitor, and enforce the GSEs' performance under Congressionally mandated housing goals; reviewing GSE business activities and requests for new program approval; analyzing various activity reports submitted by the GSEs; developing policy and control standards related to collection and dissemination of GSE loan-level data and the public-use data base; implementing policies with respect to the Secretary's general regulatory authority; responding to public and Congressional requests for information; coordinating inter-Office project and policy work and interaction with the GSEs; and implementing various research projects on secondary housing markets and related topics.

The incumbent also serves as a senior policy analyst, responsible for conducting research and policy analyses to assess the impact of developments in the housing and mortgage finance markets on the GSEs and the Secretary's regulatory responsibilities. Using knowledge of or experience in residential mortgage finance and or investment markets, the incumbent:

- Serves as a key advisor to the Director and other HUD staff on matters related to the operations and activities of Fannie Mae and Freddie Mac (the GSEs) and the mortgage markets in general.
- Analyzes and monitors conventional mortgage programs and the mortgage purchase activities of Fannie Mae and Freddie Mac.
- Develops findings and recommendations in written policy papers on activities related to the GSEs' compliance to their Charter Act public purposes and HUD's regulations.
- Analyzes and comments on draft reports, data tables, documents, and other research developed by the Department and studies prepared by the private sector on housing and finance issues;
- Analyzes reports and documentation received from the GSEs and summarizes their contents. Develops recommendations for further action.
- Provides staff support to the Director for contracted work, including the preparation of Statements of Work and contracting budgets;
- Provides staff support in preparing relevant portions of various HUD management and performance reports.
- Provides staff support in researching and drafting correspondence of a technical and policy-sensitive nature;
- Responds to FOIA requests
- Assists in developing meeting and briefing materials;
- Prepares spreadsheets, charts and graphs using computer software;
- Responds to inquiries from the GSEs and the public.

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- Manages and carries out special projects as assigned.
- Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position

- Expert knowledge of the structure and functions of the residential mortgage markets and or the mortgage investment markets.
- Experience that evidences the ability to analyze financial and performance data and documentation and develop written findings, recommendations, or conclusions regarding business and program activities;
- Experience in planning, organizing, and conducting program reviews and or audits or consulting engagements, including knowledge of generally accepted accounting principles.
- Demonstrated ability to communicate complex information clearly and concisely both orally and in writing.
- Ability to work effectively with HUD senior officials as well as the GSEs, Congress, regulatory agencies and the private sector.

Factor 2 - Supervisory Controls

The incumbent is viewed as a professional authority. Incumbent performs duties with limited supervision. The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the program. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3 - Guidelines

The incumbent is guided by broadly stated oral instructions, previous staff work products, basic legislation and regulations governing the GSEs, overall HUD management policies, and information gathering and analysis. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. The employee is recognized as a technical authority in the development and interpretation of guidelines.

Factor 4 - Complexity

The incumbent is almost entirely dependent on their own personal knowledge and ability to conceptualize and implement solutions in the assessment and understanding of problems of critical importance. The problems include major areas of uncertainty in approach, methodology, or interpretation and evaluation that result from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information.

Factor 5 - Scope and Effect

The work involves establishing criteria for assessing program effectiveness; reviewing, investigating and analyzing a variety of unusual conditions; and ensuring that the Secretary and Assistant Secretary receive timely, accurate and complete data. The work product affects the work of other experts and major aspects of the program.

Factor 6 - Personal Contacts

Develops and maintains wide continuing relationships with persons outside the Department such as staff of the GSEs, Congressional committees, trade associations, regulatory agencies, as well as staff within the Department.

Factor 7 - Purpose of Contacts

Contacts are for the purpose of obtaining and clarifying data and information, representing the GSE

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Regulatory staff in discussions with GSEs and others, and presenting information to entities outside the Department.

Factor 8 - Physical Demands

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

Factor 9 - Work Environment

The work is performed in an adequately lighted and climate controlled office. May require occasional 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

1-8	1550
2-5	650
3-5	650
4-5	325
5-5	325
6-3	60
7-3	120
8-1	5
9-1	5

Total 3690 = GS-14 (3605 - 4050)