

Oct-29-02 02:09pm From: HUD Human Resources

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T-347 P.002/005 #-663

K49584

<b>REASON FOR THIS POSITION</b> A-04-01-4AHH-00-00327			<b>POSITION DESCRIPTION COVER SHEET</b>		
1. NEW	2. ADDITIONAL ASSIGNMENT TO THE ESTABLISHED POSITION	3. REPLACES PD NUMBER			
X					

<b>RECOMMENDED</b>			
4. TITLE Senior SF Housing Specialist (REO)	5. PAY PLAN GS	6. GRADE 1101	7. RANGE 13
8. WORKING TITLE (Optional)		9. RECLASSIFY (Optional)	

<b>OFFICIAL</b>						
10. TITLE Senior SF Housing Specialist						
11. AF	12. SERIES	13. PLNC	14. GRADE	15. DATE		16. CLASSIFIER
	1101		13	MONTH	DAY	YEAR
			08	20	00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D. Anderson						

<b>18. ORGANIZATIONAL STRUCTURE (Agency/Branch)</b>	
19. USDHUD	20. Real Estate Owned Division
21. Assistant Secretary for Housing - Federal Housing Commissioner	22. Branch 1
23. Deputy Asst. Sec. for SF	24.
25. Atlanta SF Homeownership Center	26.

<b>SUPERVISOR'S CERTIFICATION</b>			
By this date is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary in any Government function 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 statutes or their implementing regulations.			
27. SUPERVISOR'S SIGNATURE Signed by JANICE G. COOPER	28. DATE 08/27/2000	29. SECOND LEVEL SUPERVISOR'S SIGNATURE Signed by N. Daniel Rogers III	30. DATE 08/27/2000
31. SUPERVISOR'S NAME AND TITLE		32. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

<b>FACTOR EVALUATION SYSTEM</b>					
FACTOR	29. FLD/BNK	28. POINTS	FACTOR	25. FLD/BNK	26. POINTS
1. Knowledge Required	1-8	1550	6. Personal Contact	6-3	60
2. Supervisory Controls	2-4	450	7. Purpose of Contact	7-3	120
3. Guidelines	3-5	650	8. Physical Demands	8-1	5
4. Complexity	4-5	325	9. Work Environment	9-1	5
5. Scope and Effect	5-4	225	<b>33. TOTAL POINTS</b>		<b>3390</b>
					<b>34. GRADE</b>
					<b>GS-13</b>

<b>CLASSIFICATION CERTIFICATION</b>	
I certify that this position has been classified as required by Title 5, US Code, in accordance with standards published by the GPM or, if no published standard applies, broadly, consistently with the most applicable published standards.	
35. SIGNATURE <i>Charles J. Jones</i>	36. DATE 8-20-00

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## **SENIOR SF HOUSING SPECIALIST (REO) GS-1101-13**

### **I. INTRODUCTION**

This position, located in the Homeownership Center (HOC), Real Estate Owned (REO) Division and is primarily responsible for support of Single Family REO program activities. The incumbent is responsible for appraisal complaint resolution; contract monitoring of Real Estate Owned (REO) property inspectors, closing agents and Management and Marketing (M&M); ensuring property inspections of REO properties are completed; monitoring REO mission properties; providing technical support contractors, program implementation, housing counseling and assists in the design implementation of specific affordable housing programs.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

As a Senior SF Housing Specialist, the incumbent is HUD's expert and advisor on aspects of the REO programs administered by the Office of Single Family Housing. As Single Family Housing's primary contact and program support person, the incumbent's duties and responsibilities include:

- Contract monitoring as a contract monitor, Government Technical Representative (GTR), or Government Technical Monitor (GTM) for an array of contracts that include M&M, REO property inspectors, and closing agents.
- Ensuring inspections of REO properties are complete.
- Monitoring of REO mission properties and participants to include properties sold to police officers (Officer Next Door), non-profits, and local government agencies, etc.
- Technical support for design implementation of specific affordable housing programs, industry training, new/revised program implementation and housing counseling technical assistance.
- Establish program goals, objectives and strategies, with supervisor, tailored to the needs and demands of the area assigned and incorporate into the HOC's operational activities.
- Maintains liaison status with other elements of the field office, headquarters, other government agencies, mortgagees, and the general public on the availability of housing, the financing and management related aspects, and negotiates with such representatives to recommend possible solutions to mutual problems.

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### **III. FACTORS**

#### **Knowledge required**

- Expert knowledge of Single Family's structure, mission, policies, programs, functions, and their organizational relationships.
- Knowledge of work and task distribution to improve efficiency in REO program activities and operations.
- Extensive knowledge of analytical and evaluative methods.
- Expert understanding of how HUD's REO program is administered.
- Ability to determine if REO program activities are appropriate, evaluate for their efficiency and determine how to design/redesign to meet the program's mission and goals.
- Ability to communicate effectively on technical subjects both orally and in writing.

#### **Supervision**

- The incumbent is under the general supervision of the Director. The incumbent schedules and carries out projects concerned with planning, coordination, implementation, analysis, and evaluation of REO program efforts for Single Family Housing. The incumbent and supervisor develops a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion.
- Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organization goals, guidelines, and effectiveness in achieving intended objectives.

#### **Guidelines**

Guidelines used include Federal Statutes, HUD handbooks and directives, and state and local government guidelines. Guidelines require considerable adaptation and/or interpretation for applications to issues and problems studies. Within the context of broad regulatory guidelines, the incumbent may redefine or develop more specific guidelines or methods for the implementation of program support activities, programs or methods, and improve the effectiveness in the administration of such activities.

#### **Complexity**

Assignments require detailed plans and goals for implementing a specific program strategy and/or developing criteria to evaluate the effectiveness of the approach and procedure. Assignment require independent research, assessing many issues, and then developing a proposed course of action as the result of reviewing various alternatives. Successful execution of the tasks are dependent upon the

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incumbent's ability to initiate, direct, coordinate, and perform various complex and difficult tasks.

**Scope and Effect**

The purpose of the work is to develop, plan, coordinate, initiate, monitor, and evaluate the effectiveness of REO program efforts for Single Family Housing. Such work involves a focus on the monitoring of program effectiveness at the operating level.

**Personal Contacts**

Personal contacts include co-workers, managers, and supervisors throughout the HUD organization, personnel and officials from other Federal, state and local agencies, professionals of lending institutions, and other commercial entities.

**Purpose of Contacts**

Contacts are for the purpose of obtaining, providing, or clarifying information, gathering facts, resolving issues, coordinating and devising new or revised program strategies for Single Family REO systems or programs.

**Physical Demands**

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

**Work Environment**

The work is performed in an office environment.