

REASON FOR THIS POSITION		
1. NEW <input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER (8) <input type="checkbox"/>	3. REPLACES PD NUMBER (8) <input type="checkbox"/>

**POSITION DESCRIPTION
COVER SHEET**

PD# W04721

RECOMMENDED

10. TITLE Administrative Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 301	7. GRADE (2) 11
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)		

OFFICIAL

10. TITLE Administrative Specialist						
11. PP (2) GS	12. SERIES (4) 301	13. FUNC.(2)	14. GRADE(2) 11	15. DATE (mm/dd/yyyy) 07/12/04	16. I/A <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name) Wm. Scott Fox

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st U.S. Department of Housing and Urban Development	5th
2nd Assistant Secretary for Housing - FHC	6th
3rd DAS for Affordable Housing Preservation	7th
4th Immediate Office of the Deputy Assistant Secretary	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 (mm/dd/yyyy)	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy) 7/12/04
21. SUPERVISOR'S NAME	24. SECOND LEVEL SUPERVISOR'S NAME Sean G. Cassidy		
21a. SUPERVISOR'S TITLE	24a. SECOND LEVEL SUPERVISOR'S TITLE General Deputy Assistant Secretary for Housing		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-7	1250	6. Personal Contacts	6-4	110	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	7-2	50	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-3	150	9. Work Environment	9-1	5	
5. Scope and Effect	5-3	150	TOTAL POINTS		2445	
					GRADE	11

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, U.S. Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with most applicable published standards.

29. SIGNATURE Wm Scott Fox	30. DATE (mm/dd/yyyy) 07/12/04
31. NAME Scott Fox	31a. TITLE Human Resources Specialist
32. REMARKS FLSA Exempt, FPL GS-11	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. ACTION (1) AC/D/IR	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6) W04721	5. GRADE (2) 11	6. IP NUMBER (8) 00094082
--------------------------	---------------------------------------	--------------------	--------------------------	--------------------	------------------------------

B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 301		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6) 9999		5. OFF. TITLE (38) Administrative Specialist			
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1		7. SUP. CD. (1) 8 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others				8. CLASS. STD. CD. (1) X X = New Std. Applied Blank = NA		9. INTERDIS. CD (1) N N = No Y = Interdis.		10. DATE CLASS (mm/dd/yyyy) 07/12/04	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA				12. INACT/ACT (1) A 1 = Inactive A = Active		13. DATE ABOL. (mm/dd/yyyy)		14. DATE INACT/REACT (mm/dd/yyyy)		15. AGCY. USE (10)	
16. INTERDIS. SER. (40)											
(4)		(4)		(4)		(4)		(4)		(4)	
17. INTERDIS. TITLE CD. (50)											
(5)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt E		2. FIN. DIS. REQ. (2) ON 0 = None 1 = CD219 2 = CD220 3 = SF278 4 = AD392 5 = SF849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C			4. POS. SENS (3) 1NU O = Excepted but not A, B, C 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 9999							
6. WK. TITLE CD. (4)		7. WK. TITLE (38)														
8. STR. CD. (18) (example *83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00*)								9. VAC. REV. CD. (1)								
1st 83	2nd 11	3rd 13	4th 2500	5th	6th	7th	8th	0 = Position Action No Vacancy A = No Change	B = Lower Grade C = Higher Grade	D = Different title and/or Series E = New Position/New FTE						
10. TARGET GC. (2) 11		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) N Blank = NA Y = Yes			13. DUTY STATION (9) State (2) City (4) County (3) 11 0010 001		14. BUS. CD. (4) 0015		15. DATE LAST AUDIT. (mm/dd/yyyy) 07/12/04		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 07/12/04	
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup/SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis GEG 7 = Equipment Development Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use								19. DATE REQ. REC. (mm/dd/yyyy)		20. NTE. DATE (mm/dd/yyyy)		21. POS. ST. BUD (1) Y Y = Perm N = Other				
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																
Normal Act				Maintenance Review Act				Results								
1 = Desk Audit		5 = Desk Audit		1 = No Action Req.		5 = Series Change		9 = Other								
2 = Sup. Audit		6 = Sup. Audit		2 = Minor PD Change		6 = Pos. Upgrade										
3 = Paper Rev.		7 = Paper Rev.		3 = New PD Req.		7 = Pos. Downgrade										
4 = PME/Activity Rev.		8 = Panel Rev.		4 = Title Change		8 = New Pos.										
23. DATE EMP. ASGN. (mm/dd/yyyy)		24. DATE ABOL. (mm/dd/yyyy)		25. INACT/ACT (1) A 1 = Inact. 2 = Act.		26. DATE INACT/ACT (mm/dd/yyyy)		27. ACCTG. STAT. (4) 0001		28. INT. ASGN. SER. (4)		29. AGCY USE (8)				
30. CLASSIFIER'S SIGNATURE										31. DATE (mm/dd/yyyy) 07/12/04						
32. REMARKS																

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Administrative Specialist, GS-301-11

LOCATION: Office of Affordable Housing Preservation, Office of Housing
Washington, DC

INTRODUCTION:

The Office of Affordable Housing Preservation (OAHP) is located in the Office of Housing and is responsible for the preservation of affordable housing supported, insured or assisted by HUD and other Federal entities. Preservation efforts will include the development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages, supported by Section 8 assistance. It will also include the financial and physical restructuring of affordable housing and other like projects in which HUD has an interest, to improve their long term viability, and the recapitalization of other multifamily and single family housing including those in other Federal affordable housing programs as requested and required by Federal rules and legislation. Many of OAHP's efforts effect the preservation of housing through oversight, monitoring, and evaluation of processes and procedures carried out by third parties such as Participating Administrative Entities (PAEs) who are responsible for the initial evaluation, as assigned by OAHP, of affordable housing and like projects with the purpose of proposing plans to OAHP and other stakeholders for long term preservation. In addition, OAHP will undertake other preservation responsibilities as assigned through the Office of Housing, to include current preservation programs as appropriate as well as development of new programs to address identified needs in projects or portfolios in which HUD has an interest, in keeping with the Department's commitment to preservation. In conducting the business of preservation of affordable housing, OAHP is responsible for ensuring compliance with relevant laws and statutes.

Under the supervision of the Deputy Assistant Secretary (DAS), the incumbent performs administrative and management function of the office and provides technical advice and guidance to supervisors and employees and on all phases of OAHP administrative management programs. Also, gathers and analyzes factual data in various administrative program areas and other preservation activities undertaken by OAHP and coordinates with OAHP management to provide solutions to moderately difficult administrative problems.

DUTIES AND RESPONSIBILITIES:

- Oversees all administrative aspects of the Office of Affordable Housing Preservation. Applies overriding HUD requirements and analyzes unique operations to determine policies and procedures that will insure smooth, effective, and efficient administrative practices. Applies knowledge of effective work organization and work flow methods, confers with managers to obtain insight into causes of backlogs, resource difficulties, etc. and applies

knowledge of administrative practices and program requirements to develop solutions, drafts administrative instructions and policy memos, and assures that staff are trained in new procedures.

- Responds to inquiries from management staff regarding administrative policies and procedures involving such matters as leave, time and attendance, employee benefits, merit promotions, with-in grade increases, recruitment, etc.
- Maintains a current knowledge of administrative policies and procedures. Obtains needed information or decisions from supervisors on problems that arise. Gives training in accordance with established administrative procedures and practices. As necessary, trains management and staff as changes in administrative programs and procedures occur.
- Serves as primary liaison between the Director and OAHP staff. Responsible for automated systems security access and troubleshooting.
- Provides the Director with data and reports on various administrative matters. Ensures that the data entered is accurate, making corrections as necessary.
- Administers systems for tracking executive assignments and correspondence (Congressional Inquires, Chairman's Correspondence, GAO and IG audits, etc.). Prepares and review reports. Advises Director and OAHP management of outstanding or overdue items. Ensures proper tracking of documents and compliance with assigned due dates.
- Responsible for office equipment and supply requisitions. Assesses and makes recommendations for supplies, equipment and furniture purchases, equipment repairs, etc.
- Participates in major conferencing planning, which includes travel arrangements, hotel accommodations, general facilities/meeting room setting, agenda preparation, etc.

FACTORS:

1. Knowledge Required by the Position

FL 1-7 – 1250 Points

Expert knowledge of a broad range administrative practices and procedures and of good workflow design and work organization techniques and ability to relate them to the mission of the organization.

Expert knowledge of HUD's general office administrative procedures and policies.

Expert knowledge of HUD programs and general office administrative procedures.

Expert knowledge of HUD personnel management, travel, and procurement procedures.

Expert knowledge of grammar, spelling, punctuation, and formats.

Skill in the operation of a word processor and a personal computer.

Skill in planning and organizing.

Ability to effectively communicate both orally and in writing.

Ability to make a well-balanced and accurate judgment.

Ability to work in harmony with supervisor and other employees.

2. Supervisory Controls

FL 2-4 – 450 Points

The incumbent performs assignments under the general direction of the DAS and may receive assignments directly from the DAS or other senior management. Performs duties and responsibilities with a high degree of independence, receiving minimal supervision from the DAS. New or non-routine assignments are discussed with the Director or other OAHP management, including new responsibilities associated with additional preservation activities undertaken by OAHP. Work is generally review in terms of the results achieved.

3. Guidelines

FL 3-3 – 275 Points

Work is covered by general policies and specific HUD procedures such as the Department's internal delegations of authority. HUD manuals and other standard references are available. The incumbent must interpret and apply these policies and procedures to factual situations, making sound decisions as such. Guidelines include directives, policies, manual and procedural instructions on such issues as attendance and travel. Often regulations or procedures do not apply to the situation because of the uniqueness of the organization, and will vary as new and different preservation activities are undertaken by the Office.

4. Complexity

FL 4-3 – 150 Points

The work is administrative in nature and requires independent coordination of tasks due to the volume of assignments and tight time constraints with which the incumbent is restricted to in order to accomplish tasks. Assignments are highly sensitive and confidential and cross various organizations and/or groups.

5. Scope and Effect

FL 5-3 – 150 Points

The incumbent's approach, technique, and effectiveness in completing assignments will have a direct impact on the overall operation of OAHP employees. Incumbent must be willing to adapt self to changing duties, including new duties that will arise from other preservation programs undertaken by OAHP; must exercise a high degree of judgment, tact, diplomacy, and must be

able to work with employees at all levels effectively and with an attitude of helpfulness and understanding. The scope of the organization is nation-wide and involves billions of dollars.

6. Personal Contacts

FL 6-4 – 110 Points

The incumbent will have substantial contact with supervisors and employees from other OAHP offices, as well as within HUD and with outside contractors, congressional, state, local, national officials and/or the general public.

7. Purpose of Contacts

FL 7-2 – 50 Points

Contacts are for the purpose of coordinating, directing or advising on administrative office procedures or to provide and obtain information, to discuss problems, to request or require that work be done, to persuade individuals to a course of action, or to answer questions.

8. Physical Demands

FL 8-1 – 5 Points

No unusual physical demands are required for this position. Assignments are often under pressure situations.

9. Work Environment

FL 9-1 – 5 Points

Work will be performed in a typical office setting.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

ORGANIZATIONAL LOCATION: Office of Affordable Housing Preservation

PROPOSED CLASSIFICATION: Senior Administrative Assistant, GS-303-11

RECOMMENDED CLASSIFICATION: Administrative Specialist, GS-301-11

INCUMBENT: New Position (Vacant)

REFERENCES:

- (a) OPM Position Classification Flysheet for Miscellaneous Clerk and Assistant Series, GS-303, TS-37, 11/79 and TS-34, 1/79
- (b) OPM Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-301, TS-34, 1/79
- (c) OPM Position Classification Flysheet for Administrative Officer Series, GS-341, TS-72, 2/68 and TS-63. 8/66
- (d) OPM Position Classification Standard, Administrative Analysis Grade Evaluation Guide, TS-98, 8/90

BACKGROUND: This position provides the primary administrative support for the Office of Affordable Housing Preservation at HUD headquarters. The purpose of that organization is to support low income housing preservation efforts by developing and executing restructuring agreements, overseeing third party efforts to carry them out, and administering these agreements to include reimbursements through vouchering.

SERIES/TITLE DETERMINATION: The position exceeds the clerical work described in reference (a) because it requires knowledge of work organization and workflow methods, ability to analyze the unique work processes of the Housing Preservation Program, and skill in establishing guidelines to improve efficiency of administrative operations. Because of the unique blend of administrative and program knowledges it does not meet the definition of any other series covering administrative processes and is considered to be properly assigned to the GS-301 series as defined in reference (b). There are no specific titles prescribed for this series. Management indicated a preference for the title "Senior Administrative Assistant"; however, this title is not appropriate for positions at the GS-11 level. Therefore the title "Administrative Specialist" is determined to be appropriate for this position.

GRADE LEVEL DETERMINATION: Reference (d) is used to determine the grade level of the position. It is in Factor Evaluation System format.

Factor 1, Knowledge Required by the Position

Level 1-7

1250 points

Factor 1, Knowledge Required by the Position **Level 1-7** **1250 points**

This position matches the illustration found at Level 1-7, primarily because of the organization structure, which involves both headquarters and field organizations. There is also significant mission involvement with customers. As at that level, the incumbent of this position is concerned with measuring and determining ways to adjust administrative operations to improve efficiency and effectiveness. This requires mastery of the administrative processes and a good understanding of the interface and impact of these processes on the technical program. This is comparable to Level 1-7, but does not meet the complexity described for Level 1-8.

Factor 2, Supervisory Controls **Level 2-4** **450 points**

At Level 2-3, the supervisor provides specific guidance with assignments, assigns priorities and reviews completed work for consistency, accuracy of facts and practicality of recommendations. This position works with considerable freedom; is expected to independently plan and carry out assignments, with only general review of completed products. This is similar to Level 2-4.

Factor 3, Guidelines **Level 3-3** **275 points**

As at Level 3-3, in this position guidelines consist of standard references and manuals covering the subjects involved. There are a wide variety of administrative and procedural guidelines to be applied. Judgment is required to choose the appropriate guideline and to determine the relationship of guidelines to organizational efficiency. At Level 3-4, guidelines consist of consist of general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. The position does not meet this level.

Factor 4, Complexity **Level 4-3** **150 points**

Complexity at Level 4-3 involves studies to improve existing procedures and assessment of issues that involve some variables, but are normally administrative or general management concerns. This is identical to the position in question. At Level 4-4, the work requires analysis of interrelated issues that effect efficiency and productivity of substantive mission-oriented programs. While there is a requirement for mission knowledge and the potential for impact on customers, it is only in the administrative areas not in the substantive ones.

Factor 5, Scope and Effect **Level 5-3** **150 points**

At Level 5-3, the purpose of the work is to plan and carry out projects to improve the efficiency and productivity of organizations and employees in administrative support activities. At Level 5-4, the work is directly involved with program operations. The position matches level 5-3 and is similar to the first illustration of that level described on page 18,

Factor 6, Personal Contacts
And
Factor 7, Purpose of Contacts

Level 4b

160 points

This position includes regular contacts with high-level officials including representatives of Congress and state agencies as well as concerned members of the general public. These contacts are similar to those described at level 4 on page 22 for this factor. During these contacts the incumbent must explain the reasons for administrative changes and make recommendations to solve administrative problems. This matches situation b for this factor. By application of the chart on page 23, this combination is awarded 160 points.

Factor 8, Physical Demands

Level 8-1

5 points

There are no unusual physical demands associated with the work of this position; the work is sedentary.

Factor 9, Work Environment

Level 9-1

5 points

The work is performed in an office setting.

Total

2445 points

CONVERSION AND FINAL DETERMINATION:

2445 points fall in the range of 2355-2750 and converts to GS-11. Therefore, this position is classified as Administrative Specialist, GS-301-11.