

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"/>
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**POSITION DESCRIPTION
COVER SHEET**

PD# W04750/51/52

RECOMMENDED

4. TITLE Debt Restructuring Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 14
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

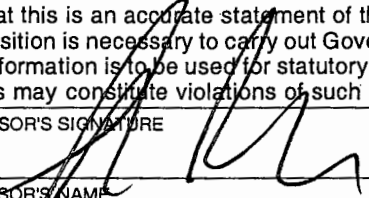
10. TITLE Debt Restructuring Specialist						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 14	15. DATE (mm/dd/yyyy) 05/12/04	16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) Wm. Scott Fox

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 Washington DC/Chicago Preservation Office	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) 05/12/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Sean G. Cassidy	24. SECOND LEVEL SUPERVISOR'S NAME		
21a. SUPERVISOR'S TITLE General Deputy Assistant Secretary for Housing	24a. SECOND LEVEL SUPERVISOR'S TITLE		

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-8	1550	6. Personal Contacts	6-3	60	
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	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	5-5	325	TOTAL POINTS		3690	
					GRADE	GS-14

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 	30. DATE (mm/dd/yyyy) 05/12/04
31. NAME Wm. Scott Fox	31a. TITLE Human Resources Specialist
REMARKS FLSA Exempt, FPL GS-14	33. OPM CERTIFICATION NUMBER

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

ACTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6) W04750	5. GRADE (2) 14	6. IP NUMBER (8) 00094111
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 1101	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6) 9999	5. OFF. TITLE (38) Debt Restructuring Specialist						
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD 1		7. SUP. CD. (1) 8			8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA X		9. INTERDIS. CD (1) N = No Y = Interdis. N		10. DATE CLASS (mm/dd/yyyy) 05/12/04	
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) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50)										
(5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt E		2. FIN. DIS. REQ. (2) 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) 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive 1NU		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) 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									
st 83	2nd 11	3rd 13	4th 2500	5th 04	6th	7th	8th										
10. TARGET GC. (2) 14		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) 05/12/04		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 05/12/04	
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 = Perm N = Other Y					
22. MAINT. REV./CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)																	
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				Results 3 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other									
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) 05/12/04							

32. REMARKS

Duty Station code for Washington DC Preservation Office - 11-0010-001
 Duty Station code for Chicago Preservation Office - 17-1670-031

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Debt Restructuring Specialist, GS -1101-14

LOCATION: Preservation Office, Office of Affordable Housing Preservation (OAHP),
Office of Housing, Field Offices: Washington DC and Chicago

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 conducting the business of preservation of affordable housing, OAHP is responsible for ensuring compliance with relevant laws and statutes.

The incumbent serves as a Debt Restructuring Specialist in the local field preservation office, Office of Affordable Housing Preservation (OAHP). This position has the responsibility for planning, reviewing, analyzing, coordinating, interpreting, applying, and making recommendations on matters relating to Participating Administrative Entities (PAEs) and other like entities in the performance of their duties in repositioning market rents, underwriting, and debt restructuring recommendations. In performing these duties, the incumbent considers decisions, policy determinations, agency regulations and guidelines, agency goals and objectives, delegations of authority specific to the PAE and consistent with OAHP guidance and congressional mandates.

DUTIES AND RESPONSIBILITIES:

Monitors and directs the progress of the field office and the assigned PAEs in underwriting, completing due diligence, approving restructuring plans, and completing loan restructurings, and in processing market-rate contract renewals not requiring debt restructuring.

Coordinate OAHP's actions to remove identified barriers to smooth transaction flow.

Provides for the smooth transaction flow by proactively communicating with all stakeholders involved in the restructuring process, to anticipate and prevent potential barriers to timely completion of transactions.

Serves as a facilitator within OAHP for the PAEs, to minimize or resolve actual or perceived backlogs within OAHP and other HUD offices.

Is a resource for Underwriters and Realty Technicians within OAHP in resolving issues causing delays in restructuring decisions within HUD or within the PAEs.

Conducts reviews and performs oversight activities of OAHP's actions regarding the progress of PAEs, to ensure OAHP's regulations, implementing guidance and other procedures are being followed. These activities are conducted on a regional basis.

Assists in maintaining and enforcing a high degree of confidentiality in business matters between OAHP and PAEs, due to the sensitive nature of the issues.

Investigates facts and issues relating to conflicts and prepares recommendations for appropriate actions.

Writes, edits and updates reports, correspondence, and memoranda regarding OAHP.

Researches available database, takes actions to assure information and data are correct and accurate, and responds in a timely manner by sending the completed documents to the appropriate offices or requesting parties.

Performs broad analytical and evaluative studies on the effectiveness and efficiency of the OAHP restructuring program.

Serves as expert resource and principal liaison with other OAHP Offices and Divisions on highly complex and controversial issues that affect fundamental interests of the restructuring program.

As directed, meets with senior level OAHP, and HUD officials, as well as program officials of other Federal agencies, public institutions, special interest groups, stakeholders, professional organizations, and the general public, on matters relating to the OAHP restructuring program.

Performs other technical and special assignments as may be required.

Factor 1 - Knowledge and Skills Required

FL 1-8 1550 points

Expert knowledge of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness.

Knowledge of program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.

Comprehensive knowledge of HUD, FHA, OAHP, and PAE, their policies and procedures, rules, regulations, and laws.

Comprehensive knowledge of OAHP's general operating rules and regulations sufficient to permit the incumbent to understand the ethical and practical issues relating to PAEs in OAHP's restructuring program.

Skills in assessing and evaluating business and economic issues, including organizational and personal conflicts of interest, as they relate to mortgage debt restructuring.

Knowledge of real estate appraisal, physical condition reports, title surveys, environmental reviews, mortgage restructuring, etc., to be able to apply methods to modifying existing approaches in order to solve unprecedented problems in PAE restructuring activities.

Knowledge of affordable multifamily real estate ownership, management and operations, and debt financing and restructuring.

Ability to meet and work with individuals to resolve complex problems; work with complex federal regulations and laws; and establish a smooth working relationship with OAHP personnel whose work and procedures will be reviewed and evaluated to achieve OAHP objectives.

Ability to work under pressure to meet deadlines.

Ability to communicate effectively, both orally and in writing, with co-workers, high-level officials, PAEs, stakeholders, and the general public.

Ability to respect the confidentiality required by the nature of the incumbent's work.

Ability to successfully communicate with a large number of separate and diverse parties.

Ability to simultaneously manage and monitor a pipeline of affordable multifamily properties.

Skill in interpersonal relationships.

Ability to work effectively with a diverse range of individuals in unaffiliated organizations in order to accomplish program objectives.

Knowledge of current federal housing programs and agencies, ideally with a history of interacting with individuals within various HUD offices.

Factor 2 - Supervisory Controls**FL 2-5 650 points**

The incumbent works under the general administrative supervision of the local Preservation Office Director. The supervisor sets the overall objectives applicable to assigned programs and defines the financial and other management resources available to achieve the expected results. The program or specialized requirements and the time constraints typically are developed through consultation with the supervisor and may depend on a range of conditions surfaced, assessed, and discussed.

As a recognized authority in the analysis and evaluation of programs and issues, the employee is subject only to administrative and policy direction concerning overall project priorities and objectives. The incumbent has responsibility for independently planning and carrying out a major program and resolving most procedural conflicts and technical problems. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

Factor 3 – Guidelines**FL 3-5 650 points**

Guidelines include very broad and complex policy directives and regulations. Manuals, internal guidelines, and directives on administrative policy are available for reference but are stated in general terms.

The incumbent is required to use resourcefulness, initiative, and seasoned judgment. This level may include responsibility for development of new material for use OAHP-wide, or to supplement and explain existing OAHP guidelines.

Factor 4 – Complexity**FL 4-5 325 points**

The work impacts a broad range of OAHP's operations, as well as participating in OAHP's restructuring program. Assignments involve the implementation of high-level policy decisions and federal legislation. Work is extremely sensitive, intricate and technically factual, involving difficult policy and procedural issues. The assignments include obscure and novel problems.

The incumbent is also required to develop and modify methods to satisfy work requirements. The incumbent's assignments require that he/she be especially versatile and innovative in order to recognize possible new directions or approaches, to devise new or improved techniques or strategies.

Factor 5 - Scope And Effect**FL 5-5 325 points**

The work involves developing criteria, procedures and instructions, and furnishing advisory, planning and review services on wide-ranging projects, programs and functions pertaining to PAEs in OAHP's restructuring program. Conformance with OAHP's regulations pertaining to their participation in the restructuring program, are of interest to the general public, affordable

and conventional housing groups and the mortgage finance industry. Representatives at all levels of federal, state and local government exhibit continuing interest in PAEs, because problems in this area can affect the economic interests of numerous persons.

Factor 6 - Personal Contacts

FL 6-3 60 points

Contacts include senior and high-level staff with OAHP, other HUD program offices, and other Federal agencies, both in Washington and the field. Contacts are also common with persons outside OAHP and the Federal government, including representatives from interest groups to the general public/affordable and conventional housing groups, and state and local legal and regulatory officials, affordable multifamily property owners, and members of the general public.

Factor 7 - Purpose of Contacts

FL 7-3 120 points

Contacts are for the purpose of influencing, motivating and gaining information regarding PAEs in OAHP's restructuring program, in order to ensure compliance with OAHP's business, ethics and other regulations. Relations with OAHP's management personnel and officials, who have diverse backgrounds, viewpoints, and objectives, may be strained when findings are sensitive or controversial. The incumbent must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations. The incumbent must use tact, persuasiveness, and technical expertise to gain the confidence of these individuals and resolve disagreements in the best interests of OAHP and the Federal government.

Factor 8 - Physical Demands

FL 8-1 5 points

No unusual physical demands are required for this position.

Factor 9 - Work Environment

FL 9-1 5 points

The work will be performed in a typical office setting.

Total Points = 3690

Grade Conversion: 3605 - 4050 = GS-14

FLSA Exempt

FPL: GS-14

EVALUATION STATEMENT

PROPOSED POSITION: Debt Restructuring Specialist, GS-1101-14

PRESENT POSITION: New

LOCATION: Preservation Office, OAHP, A/S for Housing

INCUMBENTS: Multiple

REFERENCES: OPM, PCS's for Realty series GS-1170, Appraising series GS-1171, Housing Management series GS-1173 and General Business and Industry series GS-1101.

INTRODUCTION: The Office of Affordable Housing Preservation 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.

The incumbent serves as Debt Restructuring Specialist in the local field preservation office. This position has responsibility for planning, reviewing, analyzing, coordinating, interpreting, applying and making recommendations on matters relating to PAE's and other like entities in the performance of their duties.

Title and Series Determination: The duties and responsibilities of the subject position are varied and different in all aspects as it relate to the Affordable Housing Preservation efforts. The GS-1170 and GS-1171 were considered and eliminated because the work of this position is not directly related to the acquisition or management of real property. The GS-1173 was considered and eliminated because the work is not directly related to managing housing projects, billeting facilities, and other living quarters. The appropriate series is the GS-1101 which includes all classes of positions the duties of which are to administer, supervise, or perform any combination of work characteristic of two or more series in this group where no one type of work is series controlling. The GS-1101 standard does not prescribe titling for positions allocated to this series. The titling of this position is in accordance with the introduction to the Position Classification Standard. The title and series is: Debt Restructuring Specialist, GS-1101.

Grade Level Determination: The GS-1101 standard does not have grade level criteria so the GS-1173 which is described in the nine factor format is utilized for grade level determination.

Factor 1- Knowledge Required by the Position: This factor measures the nature and extent of information or facts that the employee understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles and concepts) and the nature and extent of the skills necessary to apply that knowledge. At this level the position requires the incumbent to apply a mastery of policies, principles and methodologies, functioning as technical expert doing work

that involve complex issues. The incumbent uses knowledge and skill to resolve conflicts in policy and program objectives. **LEVEL 1-8 is Assigned 1550 Points.**

Factor 2- Supervisory Controls: This factor covers the nature and extent of direct or indirect controls exercised by the supervisor or another individual over the work performed, the employee's responsibility and the review of the completed work. In this position the supervisor provides administrative direction with assignments in terms of broadly defined objectives and deadlines. The employee has responsibility for independently carrying out programs, projects, studies or other work. The work is reviewed for fulfillment of program objectives. **LEVEL 2-5 is Assigned 650 Points.**

Factor 3- Guidelines: This factor covers the nature and extent of guidelines and the judgment employees need to apply them. Positions at this level are characterized by the availability of agency guidelines, policies, program management guidelines, legal opinions or precedents. The incumbent of this position is required to select, adapt, and apply housing policies and principles to assignments using guidelines that are broad, nonspecific policies and basic legislation, with interpretation, judgment and ingenuity. **LEVEL 3-5 is Assigned 650 Points.**

Factor 4- Complexity: This factor covers the nature, number, variety, and intricacy of tasks, steps, processes or methods in the work performed, what needs to be done, and the difficulty and originality involved. For this position the assignments are diverse and cover a number of housing programs or projects for which a variety of different advisory functions are required. Decisions regarding what needs to be done include exercise of experienced judgment in adapting conventional methods or techniques to resolve obscure or unique problems. **LEVEL 4-5 is Assigned 325 Points.**

Factor 5- Scope and Effect: This factor covers the relationships between the nature of the work and the effect of work products or services both within and outside the organization. The work involves the development of management policies for the use and operation of agency housing programs. The incumbent of this position serves as the principle expert on housing program matters. **LEVEL 5-5 is Assigned 325 Points.**

Factors 6- Contacts: This factor include face-to-face and remote dialog. The level of this factor consider and take into account what is necessary to make the initial contact and the difficulty of communicating with those contacted. At this level the contacts include a variety of management officials and representatives of public and private agencies. The assignments or objectives dictate the frequency of personal contacts. **LEVEL 6-3 is Assigned 60 Points.**

Factor 7- Purpose of contacts: The purpose of contacts range from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints or objectives. This position requires the incumbent to advise on, interpret, coordinate and resolve complex issues involving OAHF and HUD. **LEVEL 7-3 is Assigned 120 Points.**

Factor 8- Physical requirements: This factor covers any unusual duty involving physical hardship or hazard. The work is primarily sedentary. **LEVEL 8-1 is Assigned 5 Points.**

Factor 9- Work Environment: This factor covers the work area. The work is primarily in an office setting. **LEVEL 9-1 is Assigned 5 Points.**

TOTAL POINTS ASSIGNED: 3690- Which falls within the range of (3605-4050) and equates to the GS-14 grade level.

FINAL CLASSIFICATION: Debt Restructuring Specialist, GS-1101-14.