

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# W04732

RECOMMENDED

4. TITLE Management Assistant (OA)	5. PAY PLAN (2) GS	6. SERIES (4) 0344	7. GRADE (2) 08
8. WORKING TITLE (Optional)		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE Management Assistant (OA)						
11. PP (2) GS	12. SERIES (4) 0344	13. FUNC.(2)	14. GRADE(2) 08	15. DATE (mm/dd/yyyy) 06/21/04	16. I/A <input 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 Headquarters 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 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)
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	1-4	550	6. Personal Contacts	6-2	-	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	7-b	75	
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		1650	
					GRADE	08

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) 06/21/04
31. NAME Scott Fox	31a. TITLE Human Resources Specialist
REMARKS FLSA Exempt, FPL GS-08	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) W04732	5. GRADE (2) 08	6. IP NUMBER (8) 00094093
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B. MASTER RECORD

1. PAY PLAN (2) GS		2. OCC. SER. (4) 0344		3. OCC. FUNC. CD (2)		4. OFF. TITLE CD (6) 9999		5. OFF. TITLE (38) Management Assistant (OA)			
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		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) 06/21/04	
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)	
17. INTERDIS. TITLE CD. (50)		(5)		(5)		(5)		(5)		(5)	

C. INDIVIDUAL POSITION

1. FLSA CD. (1) E = Exempt N = Nonexempt		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 O = Excepted but not A, B, C				4. POS. SENS (3) 1NU 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive		5. COMP. LVL. (4) 0344											
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															
1st 83	2nd 11	3rd 13	4th 2500	5th 01	6th	7th	8th	10. TARGET GC. (2) 08		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) 06/21/04		16. PAS. IND. (1) Blank = NA 1 = PAS		17. DATE EST. (mm/dd/yyyy) 06/21/04	
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)												3											
Normal Act				Maintenance Review Act				Results															
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				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) 06/21/04													
32. REMARKS																							

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Management Assistant (OA), GS-344-08

LOCATION: Headquarters Preservation Office, Office of Affordable Housing Preservation, Assistant Secretary for 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 conducting the business of preservation of affordable housing, OAHP is responsible for ensuring compliance with relevant laws and statutes.

The incumbent serves as a Management Assistant in the Headquarters 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.

MAJOR DUTIES

The incumbent performs the following duties:

- Logs new assets referred to OAHP, prepares for assignment to PAEs, coordinates the completion of the conflict of interest checks, and completes the assignment of the assets to the PAEs.
- Sets up folders and maintains files.
- Develops data in order to produce reports for management. Collects data from staff members of various OAHP offices as well as other HUD offices.
- Analyzes reported data to ensure that it is suitable for management use.
- Performs typing duties for assistance to OAHP staff.
- Ensures that reports developed are adequate for management purposes.
- Answers telephone calls and inquiries for OAHP staff.
- Assists in the preparation of various requests.
- Provides support to all levels of staff in the performance of their duties.
- Researches and provides answers to routine inquiries from employees and managers.
- Conducts records management surveys and/or special studies to ensure essential records are created, eliminated and/or preserved. Dispose promptly and systematically records of temporary value they serve their purpose.
- Analyzes correspondence and documents before classifying, cross-referencing and filing to determine the most detailed and descriptive subject heading under which the material is to be filed.
- Performs special searches for records, which required knowledge and understanding of the filing classification system.
- Orders supplies.
- Maintains time and attendance records.
- Maintains schedule for office Director and staff, as required.
- Schedules and assists in the execution of meetings and conferences.
- Provides the supervisor with data and reports on various administrative matters.
- Ensures that the data entered is accurate, making corrections as necessary.
- Obtains needed information or decisions from supervisors on problems that arise.

FACTOR LEVELS

1. Knowledge Required by the Position

Comprehensive knowledge of the procedures and requirements for preparing statistical reports and solving administrative and program problems.

Expert knowledge of personal computer applications to input data and retrieve appropriate automated reports.

Skill in typing.

Ability to communicate in writing using correct grammar and spelling.

Ability to proofread documents.

Expert knowledge of administrative policies and procedures.

2. Supervisory Controls

Work is performed under the general supervision of the Preservation Office Director who makes assignments in general terms and furnishes guidance in resolving problems.

The incumbent is expected to recognize most problems as they arise and to suggest solutions based upon experience and judgment.

Work is reviewed on the basis of compliance with guidelines and instructions.

3. Guidelines

Guidelines include HUD regulations, program procedures, manuals, and general regulations of other Federal agencies. However, the incumbent must frequently adapt operating procedures to new situations due to frequent program, regulatory, and systems changes.

4. Complexity

The incumbent must be responsive with a positive attitude to rapidly changing requirements and adverse conditions, and must adapt methods and procedures to new situations.

5. Scope and Effect

The incumbent supports policies and procedures for the functions of the office. The performance of the functions is an integral part of the operations of the office and affects the operation of OAHP and the Department.

6. Personal Contacts

Contacts are with program management employees and employees of other areas of the OAHP, HUD, Congress, representatives of private industry and the public.

7. Purpose of Contacts

Contacts are for the purpose of gathering the necessary data to prepare reports or providing information.

8. Physical Demands

Lifting of individual or boxed files and bending to obtain files from cabinets.

9. Work Environment

The work is performed in an office setting.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

ORGANIZATIONAL LOCATION: Headquarters Preservation Office
Office of Affordable Housing Preservation

PROPOSED CLASSIFICATION: Management Assistant (Typing), GS-344-8

RECOMMENDED CLASSIFICATION: Management Assistant (OA), GS-344-8

INCUMBENT: New Position (Vacant)

REFERENCES: (a) OPM General Schedule Position
Classification Standard for Management and
Program Clerical and Assistance Series, GS-
0344, TS-124, May 1993
(b) OPM Introduction to the Position
Classification Standards, Appendix 3, Primary
Standard, TS-107, August 1991

BACKGROUND: This position provides the primary administrative support for the Headquarters Preservation Office. 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. This position is responsible for establishing administrative procedures, providing guidance on HUD and OAHP administrative requirements, and compiling a variety of recurring and ad hoc reports on program status.

SERIES/TITLE DETERMINATION: The position performs technical work needed to assure smooth administrative flow and compliance with administrative program requirements. The position has responsibility for evaluating and improving the efficiency, effectiveness and productivity of the organization and is the sole position with administrative responsibility in a field organization with diverse activities and significant public interface. The position meets the definition for the Management and Program Clerical and Assistance Series, GS-344 found in reference (a). The position is titled Management Assistant in accordance with the guidance found on page 7 of reference (a). The parenthetical "Office Automation (OA)" is added in recognition of the requirement for skill with a word processor.

GRADE LEVEL DETERMINATION: Reference (a) 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 1-4** **550 points**

This position requires knowledge of all administrative aspects of the office operations. The incumbent must have knowledge of the general body of administrative processes and extensive knowledge of the HUD and OAHP administrative requirements. This exceeds Level 1-3 where knowledge requirements are limited to one or a few established, stable management processes.

This position operates in an evolving program environment and must understand the headquarters requirements and the reality of field operations to design local systems and approaches that will accommodate both. This is considered to meet the definition for Level 1-4 found on page 10 of the standard.

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. In this position the incumbent operates independently with assignments emerging from the overall nature of the position. Although the incumbent may confer with headquarters for guidance on the intent of their policies, only minimal supervision is provided and work is reviewed only for results achieved. This significantly exceeds Level 2-3, the highest level described in reference (a). Cross comparison to reference (b) indicates that the requirements of the position are similar to those described for Level 2-4, where the employee is responsible for resolving conflicts, interpreting policy, and determining approaches and review is limited to determining effectiveness in meeting expected results.

Factor 3, Guidelines

Level 3-3

275 points

At Level 2-2 there are a number of guidelines readily available and applicable to the work. There is some judgment required in locating, selecting, and applying the most appropriate guideline and any deviations from guidelines are referred to the supervisor or another employee for resolution. In this position guidelines often do not cover the situation because of the uniqueness of the organization and the incumbent must independently resolve problems. There is no recourse to guidance within the immediate organization. This is comparable to Level 3-3 as described on page 13 of reference (a).

Factor 4, Complexity

Level 4-3

150 points

At Level 4-2, work consists of related procedures and processes and individual assignments. Complexity at Level 4-3 involves work with a variety of duties, projects and assignments in unrelated areas. The employee must decide what is to be done and understand the interrelationships of various processes and programs. They must adapt standard approaches to fit a unique situation and must analyze various data and factors to determine solutions. This position involves a volume of unrelated assignments with tight time constraints in areas that are sensitive and cross several organizations or groups. This is considered to meet Level 4-3.

Factor 5, Scope and Effect

Level 5-3

150 points

At Level 5-3, the highest level described in reference (a), 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. The work has an impact on workflow, and operating program efficiency and effectiveness. This is considered an essential match to the position.

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

Level 2b

75 points

Contacts in this position include internal to the Headquarters Preservation Office, but also external to third parties (general public) in the Participating Administrative Entities (PAEs). They require persuasiveness in motivating others to work toward a mutual goal. This matches level 2, situation b for this factor. By application of the chart on page 18 of reference (a), this combination is awarded 75 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

1650 points

CONVERSION AND FINAL DETERMINATION:

1650 points exceeds the ranges shown in reference (a). Comparison with reference (b) indicates that it falls in the range of 1605-1850 and converts to GS-8. Therefore, this position is classified as Management Assistant (OA), GS-344-8.