

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# W04730

COMMENDED

9. TITLE Systems Specialist	5. PAY PLAN (2) GS	6. SERIES (4) 301	7. GRADE (2) 13
8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)		

OFFICIAL

10. TITLE Systems Specialist	11. PP (2) GS	12. SERIES (4) 301	13. FUNC. (2)	14. GRADE (2) 13	15. DATE (mm/dd/yyyy) 06/21/04	16. I/A <input checked="" type="checkbox"/> yes <input type="checkbox"/> No	17. CLASSIFIER (Name) Wm. Scott Fox
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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 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) 2/14/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE 	23. DATE (mm/dd/yyyy) 2/14/04
21. SUPERVISOR'S NAME Sean G. Cassidy	24. SECOND LEVEL SUPERVISOR'S NAME Sean G. Cassidy		
21a. SUPERVISOR'S TITLE General Deputy Assistant Secretary for Housing	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	1-8	1550	6. Personal Contacts	6-3	60	
2. Supervisory Controls	2-5	650	7. Purpose of Contacts	7-b	50	
3. Guidelines	3-4	450	8. Physical Demands	8-1	5	
4. Complexity	4-5	325	9. Work Environment	9-1	5	
5. Scope and Effect	5-4	225	TOTAL POINTS		3320	
					GRADE	13

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) 06/21/04
31. NAME 1. Scott Fox	31a. TITLE Human Resources Specialist
32. REMARKS FLSA Exempt, FPL GS-13	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) W04730	5. GRADE (2) 13	6. IP NUMBER (8) 00094091
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B. MASTER RECORD

1. PAY PLAN (2) GS	2. OCC. SER. (4) 0301	3. OCC. FUNC. CD (2)	4. OFF. TITLE CD (6) 9999	5. OFF. TITLE (38) Systems 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) 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) (4) (4) (4)							
17. INTERDIS. TITLE CD. (50)							
(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 ON		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) 0344								
6. WK. TITLE CD. (4)		7. WK. TITLE (38)														
8. REG. 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) 13		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)										5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other						
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												
3				3												
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: Systems Specialist, GS -301-13

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

Under the supervision of the Director, Headquarters and Washington DC Preservation Office, the Office of Affordable Housing Preservation (OAHP), the incumbent oversees the administration, analysis, development, maintenance, and implementation of OAHP's data systems and computer project management program at headquarters and in the field offices. The incumbent's responsibilities include information technology (IT) initiatives, management information support (MIS), covering hardware, software and communications networks; interface with HUD's data systems; and developing, testing and modifying OAHP's internal data systems.

DUTIES AND RESPONSIBILITIES:

- Analyzes, develops and implements the policies and procedures for systematically reviewing and updating OAHP's data systems to reflect changes in OAHP's operations, management or organization.
- Provides analytical guidance and technical assistance for all aspects of OAHP's management information systems, including the selection, installation, maintenance, and upgrading of hardware and software, the operation of networking systems, and the enforcement of data security measures.

- Reviews computer project management information systems throughout OAHP. Makes recommendations to senior management for enhancing operational efficiency and performance of systems.
- Coordinates on the development of budget estimates for the acquisition, development and maintenance of data systems for computer project management.
- Develops a curriculum and provides training to OAHP staff regarding the use and operation of OAHP's computers, data systems and networks, and requirements for computer project management.
- Initiates projects to provide for OAHP implementation and compliance with Government laws, regulations and standards related to computer system acquisitions, data security and computer project management.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

- Ability to manage multiple projects to ensure OAHP's MIS priorities are met.
- Knowledge of the management of computer systems, including hardware, software, data systems, data bases, and communication networks.
- Knowledge of administrative operation of computer project management principles and their applications.
- Knowledge of a combination of the following applications: MS Office; Novell Lan Network operating system and/or Windows NT operating system; MS Exchange and/or Lotus Notes e-mail; and Rational Database Management Systems (RDBMS).
- Ability to meet and deal effectively with senior OAHP level management, other managers and program personnel, as well as interact well with the users of IT.
- Ability to coordinate the efforts of individuals and project teams engaged in a variety of information technology activities.
- Knowledge of the use of diverse analytical techniques.
- Knowledge of Information Technologies projects that require a wide range of knowledge of computer and networking requirements.
- Knowledge of the supervision of services for analysis, programming, and technical support relating to office automation, WANs, LANs, PBXs, and PCs.
- Knowledge of OAHP operations and infrastructure.

- Ability to effectively communicate in writing and verbally with managerial, program and technical personnel.

FACTOR 2: SUPERVISORY CONTROLS

On a day-to-day basis and insofar as individual program administration and operations are concerned, the incumbent works under the supervision of the Director, Headquarters Preservation Office or the Washington DC Preservation Office, the Office of Affordable Housing Preservation (OAHP), with wide latitude in exercising independent judgment within the framework of established policies and practices. Work is reviewed primarily in terms of results achieved. While general assistance and guidance is available from management, the incumbent functions independently.

FACTOR 3: GUIDELINES

Guideline consists of GSA and NBS regulations and standards, OAHP ADP policies, and broadly stated technical objectives regarding data base systems. The incumbent interprets guidance in relation to OAHP's needs, isolates areas appropriate to further study, and devises ad plans projects to define specific objectives. The incumbent develops OAHP guidelines for programs for use on DataBase Management Systems (DBMS) portions of overall systems software.

FACTOR 4: COMPLEXITY

The work involves an in-depth analysis of OAHP database systems and entails the departure from established practices. The work requires integrity systems and project requirements which creates difficulties due to the fast pace of changing technology in ADP systems and software.

FACTOR 5: SCOPE AND EFFECT

The incumbent is involved in the isolation and definition of complex problems and conditions, formulation of projects and the establishment of specifications and guidelines of OAHP's DBMS. The results of the incumbent's efforts have profound effects on the financial well being of HUD, private industry ad the success of OAHP nationwide.

FACTOR 6: PERSONAL CONTACTS

Personal contacts are with ADP experts, top-level management of OAHP, HUD, contractors and financial/personnel management experts.

FACTOR 7: PURPOSE OF CONTACTS

Contacts are for the purpose of directing or persuading management and/or contractors to follow recommended courses of action; to obtain needed information regarding changes in procedures or requirements to DBMS plans and policies.

FACTOR 8: PHYSICAL REQUIREMENTS

No unusual physical demands are required.

FACTOR 9: WORK ENVIRONMENT

The work is performed in a typical office setting.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

POSITION: Systems Specialist, GS-301-13

ORGANIZATIONAL LOCATION: Headquarters and Washington DC Preservation Office, Office of Affordable Housing Preservation (OAHP), Office of Housing, Washington DC

INCUMBENT: Vacant

REFERENCE: OPM PCS for Professional Administrative Positions, GS-301; and Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200, May 2001.

BACKGROUND: 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.

TITLE/SERIES DETERMINATION: The primary purpose of this position is for the incumbent to perform responsibilities that include information technology (IT) initiatives, management information support (MIS), covering hardware, software and communications networks; interface with HUD's data systems; and developing, testing and modifying OAHP's internal data systems. Analyzes, develops and implements the policies and procedures for systematically reviewing and updating OAHP's data systems to reflect changes in OAHP's operations, management or organization. Provides analytical guidance and technical assistance for all aspects of OAHP's management information systems, including the selection, installation, maintenance, and upgrading of the above duties are both information technology and administrative in nature and therefore is placed in the GS-301 series. There are no official titles for position classifiable to the GS-301 series. Therefore, based upon OPM titling instructions, a constructed title of Systems Specialist deems appropriate.

Systems Specialist, GS-301.

GRADE LEVEL DETERMINATION: There are no grading criteria for the GS-301 series, therefore the grade level of this position is evaluated by application of the Information Technology Group, GS-2200 which is formatted in the Factor Evaluation Systems' nine factors.

Factor 1, Knowledge Required by the Position Level 1-8 1550 Points

At level 1-8, mastery of, and skill in applying, advanced IT principles, concepts, methods, standards, and practices sufficient to accomplish assignments such as: develop and interpret policies, procedures, and strategies governing the planning and delivery of services throughout the agency; provide expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues; apply new developments to previously unsolvable problems; and make decisions or recommendations that significantly influence important agency IT policies or programs.

Incumbent of subject position possesses a mastery and an ability to manage multiple projects to ensure OAHP's MIS priorities are met. Mastery of the management of computer systems, including hardware, software, data systems, data bases, and communications networks. Expert knowledge of administrative operation of computer project management principles and their applications.

Level 1-8 is assigned.

Factor 2, Supervisory Controls Level 2-5 650 Points

At level 2-5, the supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the agency. The employee is responsible for a significant agency or equivalent level IT program or function; defines objectives; interprets policy promulgated by authorities senior to the immediate supervisor and determines their effect on program needs; independently plans, designs, and carries out the work to be done; and is a technical authority. The supervisor reviews work for potential impact on broad agency policy objectives and program goals; normally accepts work as being technically authoritative; and normally accepts work with significant change.

The incumbent of the subject position works under the supervision of the Director, Headquarters Preservation Office or the Washington DC Preservation Office, the Office of Affordable Housing Preservation (OAHP), with wide latitude in exercising independent judgment with the framework of established policies and practices. Work is reviewed primarily in terms of results achieved. While general assistance and guidance is available from management the incumbent functions independently. Additionally, the supervisor reviews work for potential impact on broad policy objectives and program goals. Work is accepted as technically authoritative and is not changed.

Level 2-5 is assigned.

Factor 3, Guidelines Level 3-4 450 Points

At level 3-4, the employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, inapplicable or have gaps in specificity that require considerable interpretation and/or adaptation

for application to issues and problems. The employee uses judgment, initiative, and resourcefulness in deviating from established methods.

Guidelines for the subject position consists of GSA and NBS regulations and standards, OAHP ADP policies, and broadly stated technical objectives regarding data base systems. The incumbent interprets guidance in relation to OAHP's needs, isolates areas appropriate to further study, and devises ad plans projects to define specific objectives. The incumbent develops OAHP guidelines for programs for use on DataBase Management Systems (DBMS) portions of overall systems software. Guidelines require considerable interpretation and adaptation for application to issues and problems.

Level 3-4 is assigned.

Factor 4, Complexity

Level 4-5

325 Points

At level 4-5, the work consists of a variety of duties requiring the application of many different and unrelated processes and methods to a broad range of IT activities or to the in-dept analysis of IT issues. The employee makes decisions that involve major uncertainties with regard to the most effective approach or methodology to be applied.

The work of the subject position involves an in-dept analysis of OAHP database systems and entails the departure from established practices. The work requires integrity systems and project requirements which creates difficulties due to the fast pace of changing technology in ADP systems and software. The employee makes decisions that involve major uncertainties.

Level 4-5 is assigned.

Factor 5, Scope and Effect

Level 5-4

225 Points

At level 5-4, the work involves establishing criteria, formulating projects, assessing program effectiveness, and investigating/analyzing a variety of unusual conditions, problems, or issues. Work affects a wide range of agency activities or the activities of other organizations.

The subject position is involved in the isolation and definition of complex problems and conditions, formulation of projects and the establishment of specifications and guidelines of OAHP's DBMS. The results of the incumbent's efforts have profound effects on the financial well being of HUD, private industry as the success of OAHP nationwide.

Level 5-4 is assigned.

Factor 6, Personal Contacts

and

Factor 7, Purpose of Contacts

Persons Contacted

Individual or groups from outside the agency, including consultants, contractors, vendors, or representatives of professional associations, the media, or public interest groups, in moderately unstructured settings. This level may also include contacts with agency officials who are several managerial levels removed from the employee when such contacts occur on an ad hoc basis. Must recognize or learn the role and authority of each party during the course of the meeting.

Purpose of Contacts

To plan coordinate, or advise on work efforts, or to resolve issues or operating problems by influencing or persuading people who are working toward mutual goals and have basically cooperative attitudes. Contacts typically involve identifying options for resolving problems.

Subject Position

Personal contacts are with ADP experts, top-level management of OAHP, HUD, contractors and financial/personnel management experts.

Contacts are for the purpose of directing or persuading management and/or contractors to follow recommended courses of action; to obtain needed information regarding changes in procedures or requirements to DBMS plans and policies.

The combination of personal contacts and purpose of contacts based upon the conversion chart equates to 110 points on Level 3 for Personal Contacts and Level B for Purpose of Contacts

Factor 8, Physical Demands	Level 8-1	5 Points
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The work is sedentary.

Factor 9, Work Environment	Level 9-1	5 Points
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The work is performed primarily in a office setting.

Total	3320 Points
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Final Determination: A total of 3320 points falls in the range 3155-3600 points for conversion to GS-13. This position is correctly classified as Systems Specialist, GS-301-13