

| 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 # W04723

COMMENDED

| | | | |
|----------------------------------|-------------------------|-----------------------|--------------------|
| 4. TITLE Underwriting Manager | 5. PAY PLAN (2) GS | 6. SERIES (4) 1101 | 7. GRADE (2) 15 |
| 8. WORKING TITLE (Optional) | 9. INCUMBENT (Optional) | | |

OFFICIAL

| | | | | | | |
|-----------------------------------|------------------------|--------------|--------------------|-----------------------------------|--|--|
| 10. TITLE Underwriting Manager | | | | | | |
| 11. PP (2) GS | 12. SERIES (4) 1101 | 13. FUNC.(2) | 14. GRADE(2) 15 | 15. DATE (mm/dd/yyyy) 05/12/04 | 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 of 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) 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 | 1-9 | 1850 | 6. Personal Contacts | 6-4 | 110 | |
| 2. Supervisory Controls | 2-5 | 650 | 7. Purpose of Contacts | 7-4 | 220 | |
| 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 | | 4140 | |
| | | | | | GRADE | GS-15 |

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 Scott Fox | 31a. TITLE Human Resources Specialist |
| 32. REMARKS FLSA Exempt, FPL GS-15 | 33. OPM CERTIFICATION NUMBER |

MASTER RECORD / INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

| | | | | | |
|----------------------------|---------------------------------------|--------------------|--------------------------|--------------------|------------------------------|
| 1. ICTION (1) A/C/D/I/R | 2. DEPT. CD./AGCY-BUR-CD. (4) HU83 | 3. SON (4) 4400 | 4. MR. No. (6) W04723 | 5. GRADE (2) 15 | 6. IP NUMBER (8) 00094084 |
|----------------------------|---------------------------------------|--------------------|--------------------------|--------------------|------------------------------|

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) Underwriting Manager | | | | | |
| 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 = New Std. Applied Blank = NA | | 9. INTERDIS. CD (1) N = No Y = Interdis. | | 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 = 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 | | 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) 9999 | | | | | | | |
| 6. WK. TITLE CD. (4) | | 7. WK. TITLE (38) | | | | | | | | | | | | | | | | | | | | | |
| 10. TARGET GC. (2) 15 | | | | | | | | | | 11. LANG. REQ. (2) | | 12. PROJ. DTY IND. (1) N | | 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 | | | |
| 22. MAINT.REV./CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results) | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Act 3 | | | Maintenance Review Act | | | 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 | | | | | | | | | | | | | | | | | | | | | | | |