

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
y	y	y

RECOMMENDED			
4. TITLE Cement Analyst	6. PAY PLAN GS	9. SERIES 1101	7. GRADE 13
10. TITLE (Optional)		8. INCUMBENT (OPTIONAL)	

OFFICIAL						
10. TITLE <i>Enforcement Analyst</i>						
11. PP GS	12. SERIES 1101	13. FUNC	14. GRADE 13	15. DATE 04-21-98	16. I/A <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER <i>Rhonda Jackson</i>

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)	
1st DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	8th
2nd DEPARTMENTAL ENFORCEMENT CENTER	9th
3rd OPERATIONS DIVISION	7th
4th <i>Atlanta (outstation)</i>	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 <i>[Signature]</i>	20. DATE 3/16/98	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE David J. Kraus, Director Departmental Enforcement Center		24. SECOND SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE <i>Rhonda Jackson</i>	30. DATE 4-21-98
31. NAME AND TITLE <i>Rhonda Jackson, Personnel Management Specialist</i>	
REMARKS	33. OPM CERTIFICATION NUMBER

DEPARTMENTAL ENFORCEMENT CENTER
Operations Division

Enforcement Analyst, GS-1101-13

INTRODUCTION:

This position is located in the Departmental Enforcement Center, Operations Division and performs under general supervision of and reports to the Director or Director's subordinate supervisor. The Enforcement Center is responsible for annual assessments of HUD funded agencies and agents who administer multifamily housing programs. Evaluations are based on collection of both internal and external (qualitative and quantitative) tailored to each program recipient in order to measure performance; compliance with Federal statutes, rules, regulations; and the management and operation of housing programs and initiatives.

The incumbent of this position serves as a senior Enforcement Analyst in the Center on programmatic issues related to Multifamily Housing programs. The incumbent supports the day to day operations of the Center with technical assistance and advice and performs work assignments involving the interpretation of policies and procedures relating to HUD programs. In addition, the incumbent serves as an internal consultant and principal advisor within the Center and to HUD program offices and HUB field offices or Program Centers on problems involving extremely complex multifamily property management activities, projects and issues. The incumbent must be able to serve as a versatile generalists, handling a wide variety of matters within the scope of the Center's responsibilities, and assisting in integrating all the factors which contribute to overall assessment scores of multifamily projects.

DUTIES AND RESPONSIBILITIES:

Provides performance oversight and technical assistance to contractors and other Center staff on all aspects of multifamily housing program compliance to include:

Multifamily mortgage insurance for low and moderate income housing in the areas of:

- o Section 202/811 housing for elderly and disabled
- o Risk-sharing programs
- o Single Room Occupancy
- o Hospitals

- o Retirement Service Centers
- o Cooperatives

In the capacity of Government Technical Representative (GTR), oversees the contracts related to the monitoring of the multifamily housing portfolio. Serves as primary liaison with the contractors and the responsible Contracting Officer for contracts for audits and program oversight and monitoring. Ensures appropriate communication and flow of information to contracting parties. Coordinates and monitors any use of government space and equipment by contractors. May delegate and oversee certain GTR functions to a Government Technical Monitor (GTM) as circumstances may dictate.

Participates in contract pre-award activities including: developing contract requests consisting of statement of work, cost estimate; technical evaluation criteria, recommendation of potential sources; reviewing and concurring on solicitation; evaluating proposals, if applicable; assisting Contracting Officer in oral discussions/negotiations.

Participates in contract post-award activities including: monitoring and reviewing contractor's performance; recommending action to correct/improve contractor performance; recommending modifications/change orders; final acceptance of contractor performance; and assisting Contracting Officer in contract close-out.

Initiates and participates in team assignments as needed to deal with cross-cutting issues. When appropriate, serves as Team Leader for efforts driven by property management/tenant related problems/issues, to develop appropriate solutions (which often will be extended nationwide) to extremely complex issues and problems identified by either analysis of data or through contact with HUB Field Office staff. As needed, distributes and balances workload among the team, makes team assignments, reviews and concurs in all correspondence.

Serves as the principal technical resources staff person for contractors on all matters pertaining to statutory and regulatory requirements and other administrative directives. Contractors must be able to place a great deal of reliability on the technical information and analysis provided by the incumbent. Monitors and evaluates contractor performance in all aspects through a variety of tools and methods and methods, including the contract, proposal, work plan and schedule, quality assurance plans, progress reports, etc.

Provides input and direction of goals pertaining to the area of general property management. Monitors and tracks goals accomplishment, provides input into the Management Plan reports, analyzes reports submitted by HUB Field Offices or contractors on progress/shortfalls, clarifies issues, resolves problems relating to goal achievement.

Prepares and submits various complex statistical, programmatic and administrative written reports, evaluations, plans and strategies on problems, issues, budgets, training needs assessments, travel and most effective utilization of resources.

Participates in the quality circle meetings, assessing and assisting in preparing recommendations for improved operations and performance. Applies a thorough and comprehensive knowledge of the policies, laws, regulations, procedures and methods of multifamily housing programs, exercises originality in developing and establishing standards, procedures and instructions necessary to guide the Center, HUD Field Offices and other involved parties.

Utilizes available computer equipment and data systems to maintain current data, track performance trends and compliance issues, and generate appropriate work products. The incumbent pursues exploration and implementation of technological advances and potential applications for use in HUD programs and activities.

Identifies Best Practices and disseminates information. Develops and coordinates the implementation of "Best Practices" in the area of overall property management and operations. Prepares analytical papers on programs assessing effectiveness and suggesting new policies and policy changes having national impact.

FACTOR LEVEL DETERMINATIONS:

Factor 1. Knowledge Required By the Position.

Expert knowledge in applying the rules, regulations, statutes, and other controlling documents pertaining to all multifamily housing programs in order to propose appropriate solutions to complex problems with cross-cutting implications is necessary. In addition, a comprehensive knowledge of the contract and deliverable work products in order to effectively analyze and evaluate contractor performance.

Expertise in overall operations of multifamily properties is required to facilitate the integration and application of contracting techniques and methods to achieve Enforcement Center and Departmental objectives. Knowledge of the interrelationships and impact of physical plant maintenance, financial management and general operations of multifamily properties of varying sizes and complexities are necessary to provide Enforcement Center management and the contractor with information upon which to develop solutions to any significant problems.

Expert skill in applying problem-solving and analytical techniques to contractor deficiencies.

Factor 2. Supervisory Controls.

Assignments are given in general terms via overall Center goals and objectives, or as a result of trends identified during an assessment of data. The incumbent is independently responsible for planning and carrying out assignments by determining, after identifying problem areas, what additional data should be evaluated so that management/specialists will have the information they need to administer the programs.

Work is reviewed for consistent interpretation of legal precedents, equitable treatment of clients/contractors, impact on HUD policy, and effectiveness in supporting program objectives. The incumbent's expertise is such that recommendations are usually accepted. Decisions and correspondence generated by the incumbent are reviewed after the fact.

Factor 3. Guidelines.

Guidelines include legislative statutes, Enforcement Center and Departmental regulations, and contractual agreements.

Precedents may be lacking, requiring the incumbent to use experience and judgement in developing new and unique methods or techniques to solve complex problems based upon a thorough understanding of legislative intent and Departmental policies. Such methods and techniques may be adopted wholly or in part in response to changing Departmental needs and circumstances.

Factor 4. Complexity.

The work involves performing complex reviews and analysis of the multifamily properties, identifying operational and programmatic deficiencies and providing property owners/management and the HUB field office staff with technical assistance.

The large number of entities participating in the Department's multifamily housing mortgage insurance programs, coupled with intricate relationships between these entities and HUD, as well as contractor involvement in oversight and operations complicate the analysis of data. The incumbent, on a regular basis, makes recommendations which affect program priorities nationwide.

The incumbent must be able to recognize the relationship of all multifamily housing programs to the community at large in order to avoid problems when recommending action or resolving identified problems on sensitive issues.

Factor 5. Scope and Effect.

The work involves developing policy, programs, and procedures necessary to implement and evaluate contractor performance; negotiating with contractors, Field Office staff, and management; reviewing criteria for review of general management and customer satisfaction; and providing advisory services for complex programs. Decisions involve significant or controversial issues dealing with substantial expenditures, or major problems. The nature of the work at the Center is of national scope and impact, dealing with multifamily properties nationwide, evaluating the performance of contractors handling audits and program oversight of multifamily properties nationwide.

Factor 6. Personal Contacts and Factor 7. Purpose of Contacts.

Contacts are with employees of the Center, contractors working with the Center, Field HUB staff, Headquarters and staff in entities participating in multifamily housing programs.

Most contacts are for the purpose of exchanging information or clarifying questions, but the incumbent must be persuasive in making recommendations that impact contractor performance and ultimately the integrity of multifamily housing programs.

Factor 8. Physical Demands.

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special physical demands are required.

Factor 9. Work Environment.

The work involves normal risks or discomforts associated with working in an adequately lighted and ventilated office environment.