

**POSITION DESCRIPTION
COVER SHEET**

PD# W04724

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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COMMENDED

4. TITLE Restructuring Manager	5. PAY PLAN (2) GS	6. SERIES (4) 1101	7. GRADE (2) 15
8. WORKING TITLE (Optional) Field Liaison	9. INCUMBENT (Optional)		

OFFICIAL

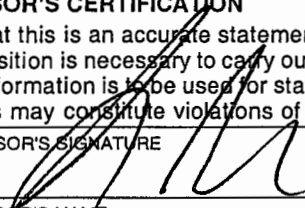
10. TITLE Restructuring Manager						
11. PP (2) GS	12. SERIES (4) 1101	13. FUNC.(2)	14. GRADE(2) 15	15. DATE (mm/dd/yyyy) 05/12/04	16. I/A <input type="checkbox"/> yes <input checked="" type="checkbox"/> No	17. CLASSIFIER (Name) Wm. Scott Fox

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 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.

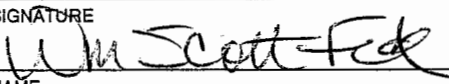
19. SUPERVISOR'S SIGNATURE 	20. DATE (mm/dd/yyyy) 05/12/04	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE (mm/dd/yyyy)
21. SUPERVISOR'S NAME Sean G. Cassidy		24. SECOND LEVEL SUPERVISOR'S NAME	
21a. SUPERVISOR'S TITLE General Deputy Assistant Secretary for Housing		24a. SECOND LEVEL SUPERVISOR'S TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-9	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 1. Scott Fox	31a. TITLE Human Resources Specialist
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. ACTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) HU83	3. SON (4) 4400	4. MR. No. (6) W04724	5. GRADE (2) 15	6. IP NUMBER (8) 00094085
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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) Restructuring Manager					
6. HQ. FLD. CD (1) 1 = HQ 2 = FLD		7. SUP. CD. (1) 8		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) 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)	
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)																			
8. STR. CD. (18) (example "83 - 07 - 01 - 0200 - 08 - 19 - 00 - 00")										9. VAC. REV. CD. (1)											
.st 83		2nd 11		3rd 13		4th 2500		5th 01		6th		7th		8th		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	
10. TARGET GC. (2) 15		11. LANG. REQ. (2)		12. PROJ. DTY IND. (1) N Blank = NA Y = Yes		13. DUTY STATION (9) State (2) 11		City (4) 0010		County (3) 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 Y = Perm N = Other	
22. MAINT.REV/CLASS.ACT.CD. (2) (1st Digit = Activity and 2nd Digit = Results)																					
Normal Act				Maintenance Review Act				Results				5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other									
3		1 = Desk Audit		5 = Desk Audit		3		1 = No Action Req.		2 = Minor PD Change		3 = New PD Req.		4 = Title Change							
		2 = Sup. Audit		6 = Sup. Audit																	
		3 = Paper Rev.		7 = Paper Rev.																	
		4 = PME/Activity Rev.		8 = Panel Rev.																	
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	
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32. REMARKS

OFFICE OF AFFORDABLE HOUSING PRESERVATION

TITLE: Restructuring Manager (Field Liaison), GS-1101-15

LOCATION: Headquarters Preservation Office, Office of Affordable Housing Preservation, A/S 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 Restructuring Manager (Field Liaison) reports to the Director, Headquarters Preservation Office in OAHP's Washington, DC Headquarters. The incumbent interacts with peers, Portfolio Directors, staff from Preservation Offices, HUD's Office of General Counsel, Financial Advisors (FA), and other HUD program offices, to resolve preservation blockages in OAHP. This includes updating the Operating Procedures Guide (OPG) and sponsoring Resource Desk postings to implement program changes, and conducting training with OAHP staff, PAEs, and other stakeholders. While the role generally does not have direct responsibility for completing asset restructurings, there may be occasions when the incumbent is the direct contact with owners and is leading negotiations on behalf of OAHP.

DUTIES AND RESPONSIBILITIES:

Identifies matters that are hindering preservation, researches possible solutions, drafts policy, procedure, or position papers to support a recommendation, interacts with OAHP and other HUD staff, contractors and stakeholders to refine the recommendation and get approval, and implement the solution.

Participates in OAHP's periodic meetings with HUD's Office of General Counsel; may participate in developing the agenda for such meetings, leads the discussion of OAHP's position on various issues, and if in the lead position, be fully versed in the agenda topics.

Manages the Problem Owner and Property Committee process. Works with OAHP Portfolio Directors and Debt Restructuring Specialists to identify problem owners and properties, which are high profile or where there exists differences between Multifamily Field Offices and OAHP Preservation Offices. Drafts summaries of the issues, scheduling of meetings and providing a listing of results and follow-up matters.

Manages the waivers and Hold processes. Ensures requests for 401.600 HAP waivers or extensions are collected monthly and processed appropriately. Manages the Hold process, caused by activities outside the PAE's control that bring processing to a stop for a period of time. Ensures field staff are aware of properties that will be in default under the PAEs Portfolio Restructuring Agreement (PRA) and that appropriate action is taken.

Participates in OAHP Headquarters Loan Committee, and may be called upon to chair Committee meetings; will be required to conduct a preliminary review of the restructuring submission on assigned properties and advise presenters and Committee members of potential issues, to review all other restructuring submissions, and cast a vote for approval or denial of the recommendation.

During periods of extended absence by key Preservation Office employees (e.g., Portfolio Director or a Debt Restructuring Specialist) will perform those functions in an Acting capacity. As such will have delegated authority from the OAHP Director commensurate with the assigned role, and be familiar with duties and responsibilities of all the referenced personnel.

Serves as a general resource on all Affordable Housing Preservation policies and procedures; can expect to be called upon by OAHP Preservation Offices to provide guidance on asset-specific matters (from due diligence to underwriting to owner negotiations to closing).

Researches inquiries from members of Congress, owners, attorneys and other public officials, stakeholders, and HUD management; recommends a course of action as OAHP's response to the inquiry, and may draft written responses, make telephone calls, or participate in meetings.

Attends and participates in stakeholder conferences and meetings, as approved by OAHP Headquarters, to discuss the OAHP Program and to engage on particular asset actions that may be controversial or high-profile.

Represents OAHP in HUD Headquarters training sessions; may participate in developing the agenda for such training, preparing the presentation materials, and delivering a presentation on various Affordable Housing Preservation projects.

Attends and participates in OAHP training sessions for the preservation staff and/or PAE staff; may participate in developing the training agenda and the materials to support the training session.

Is responsible for the content on OAHP's Resource Desk; reviews all questions from Resource Desk users, reviews draft answers in response, and coordinates other OAHP reviews necessary to complete and post the answer.

Provides support for special projects as needed.

Factor 1 - Knowledge Required by the Position

Mastery knowledge of real estate, affordable housing programs (and specifically the OAHP Program), conventional housing, and finance.

Mastery knowledge of all OAHP systems used in preservation and pipeline management, including OAHP MIS, Intranet, OAHP website, and the Resource Desk.

Knowledge of housing-related activities (privately controlled and publicly subsidized), including multifamily property development, management, marketing, and rehabilitation; loan underwriting, originating, restructuring, closing, and servicing activities; and workout techniques, practices, and policies as applied by OAHP, state and local HFAs, and in the business community.

Skill in building and maintaining working relationships with OAHP Headquarters, OAHP Preservation Offices, HUD staff with whom the incumbent interacts, and other stakeholders.

Knowledge of the following primary functional areas: contract management and enforcement, mortgage restructuring and asset management, Section 8 contracts and renewals, OAHP policies and procedures, and HUD Housing policies and procedures.

Comprehensive knowledge of the financing, evaluation, accounting, and management of multifamily property construction, rehabilitation, repair, and maintenance.

Ability to effectively manage, plan, and guide meetings and training sessions, to ensure that identified objectives are attained.

Ability to exercise sound judgment when making decisions and maintaining confidentiality.

Ability to communicate orally and in writing, and ability to make presentations to large and small groups of OAHP staff, PAEs, HUD Headquarters and Field Offices, and other stakeholders.

Factor 2 - Supervisory Controls

The Restructuring Manager (Field Liaison) reports to OAHP's Director, Headquarters Preservation Office in the Preservation Office in Headquarters (Washington DC). The incumbent exercises independence, as granted by the direct supervisor, in carrying out assignments, and keeps the Director, Headquarters Preservation Office fully informed of all matters that may be seen as sensitive, precedent setting, or high-profile. The work is evaluated in terms of overall effectiveness in: (a) identifying workable solutions to real issues that are negatively impacting preservation, (b) developing effective working relationships within OAHP Headquarters, OAHP Preservation Offices, HUD Housing Headquarters, HUD Office of General Counsel, HUD Field Offices, and external stakeholders, (c) implementing solutions that positively impact preservation, and (d) addressing other special projects that become priority matters.

Factor 3 - Guidelines

Guidelines include a wide range of laws governing HUD/OAHP as well as current OAHP and HUD directives, guides, policies, and procedures pertaining to underwriting, financial analysis, real estate appraisal, planning, and programming principles as well as broader generally accepted principles and practices applicable to mortgage debt restructuring. The incumbent must exercise

a high degree of judgment and discretion in applying these guidelines. Available guidelines do not conform to all situations, requiring the incumbent to exercise sound and seasoned judgment in their interpretation, modification, and application.

Factor 4 - Complexity

The work of this position involves analyzing and executing highly complex underwriting transactions. The work requires the selection and use of different analytical techniques, methods, and procedures in analyzing, revising, and formulating underwriting recommendations that meet OAHP program goals, objectives, and timetables. The incumbent is required to exercise considerable judgment in the selection, interpretation, and application of guidelines; in meeting timetables and dealing with others; and ensuring that the myriad of laws, rules and regulations concerning subsidized housing, financial transactions, and real estate appraisal are integrated in the underwriting process.

Factor 5 - Scope and Effect

The work involves a variety of processes related to the preparation and implementation of underwriting analyses for OAHP. Work often involves interpreting and adapting policies, higher level directives, or new or revised methods that impact directly on the underwriting processes. The work typically affects the affordable housing industry nationwide, and the amount of mortgage insurance provided by the Federal Government. The work impacts upon OAHP policies, practices, operations, program, as well as those of HUD and the affordable housing industry.

Factor 6 - Personal Contacts

Personal contacts include supervisors and senior management of OAHP and of various HUD program offices (including field offices), all OAHP preservation staff, the PAEs, owners/borrowers, and lenders, as well as other members of the public and private sector representatives. The incumbent must exercise tact, diplomacy, and judgment in meeting and dealing with others as work relationships are often unstructured.

Factor 7 - Purpose of Contacts

Personal contacts are to obtain/provide information; resolve policy issues and problems; persuade others with conflicting goals and viewpoints to accept recommendations or make modifications; and to present, defend or justify OAHP policies, practices, or procedures.

Factor 8 - Physical Demands

No unusual physical demands are required for this position.

Factor 9 - Work Environment

The work will be performed in a typical office setting. Significant travel may be required.

**POSITION CLASSIFICATION
EVALUATION STATEMENT**

Position Title, Series and Grade: Restructuring Manager (Field Liaison), GS-1101-15

Organizational Location: Department of Housing and Urban Development
Office of Affordable Housing Preservation
Headquarters Preservation Office, Washington, DC

Reference: General Business and Industry Series, GS-1101 (Series Definition)
OPM PCS Housing Management Series, GS-1173, dated August 2002

Background:

The Office of Affordable Housing Preservation (OAHP) is responsible for the preservation of the nationwide affordable housing program at the Department of HUD. OAHP has the task of ensuring compliance with Federal laws, statutes, rules and legislation for preserving affordable housing which is insured, supported, or assisted by HUD and other Federal agencies. The efforts of OAHP is realized in the preservation of housing through oversight, monitoring and evaluation of the processes and procedures carried out by third parties, such as Participating Administrative Entities (PAEs), which are assigned the responsibilities for evaluating affordable housing in order to propose plans for long term preservation. The effort for preservation will include development and execution of restructuring agreements for affordable housing projects with FHA-insured mortgages that are supported by Section 8.

The overall program responsibility of this office directly affects the amount of affordable low-income housing nationwide.

Title and Series Determination:

The incumbent serves as a Participating Administrative Entity (PAE) Coordination Manager in the Portfolio Management Office in OAHP Headquarters in Washington, DC and reports to the Director, Portfolio Management Office. As PAE Coordination Manager, the incumbent plans, manages, and performs oversight activities of OAHP's actions pertaining to the selection and management of HFAs participating as PAEs. The incumbent ensures compliance with OAHP's ethics regulations. The incumbent is responsible for providing nationwide "expert-level" policy and guidance on such complex issues as mortgage restructuring, housing assistance and housing affordability.

The General Business and Industry Series, GS-1101, includes all classes of positions the duties of which are to administer, supervise, or perform (1) any combination of work characteristic of two or more series in this group where no one type of work is series controlling and where the combination is not specifically included in another series; or (2) other work properly classified in

this group for which no other series has been provided. This position meets the criteria of the GS-1101 series and therefore, this is the appropriate series for classifying this position.

No titles are specified for positions in this series. The title, which denotes an immediate understanding and identification of the job and the series, is Underwriting Manager, GS-1101.

Grade Determination:

The GS-1101 series does not provide grade level criteria. When a series has no qualification criteria, the position is to be classified by an analogy to another related series. This position is therefore cross-referenced to the PCS Housing Management Series, GS-1173. The grade level of this position is evaluated by application of the nine factors in the standard.

Factor 1. Knowledge Required by the Position

Level 1-9, 1850 pts.

Factor Level 1-8 describes a level of mastery and expert knowledge of Federal, State, and regional policies, concepts, regulations, and laws to provide expert advisory services to management, technical and supervisory staff. At this level, the work requires expert knowledge and skill in the identification and application of the latest management concepts and techniques to develop and appraise policies and procedures, research and analyze management concepts, develop management criteria, and prepare advisory materials.

In addition to the knowledge required at Level 1-8, the incumbent applies mastery of knowledge in the area of real estate, affordable housing programs, conventional housing, and finance. He/She masters knowledge of all OAHP systems that are used in preservation and pipeline management. He possesses a mastery of knowledge in all housing-related activities, especially those used in the OAHP affordable housing programs. Incumbent applies new hypothesis and theories to work-related problems; He masters an understanding of how the OAHP program is administered and regulated in order to personally perform, oversee, and coordinate work in order to develop new material for use OAHP-wide to supplement existing OAHP guidelines. Incumbent is the technical expert and is a highly skilled resource on restructuring policies and procedures. He/She is expected to provide guidance on asset-specific matters, from diligence to underwriting to owner negotiations to closing. In this respect incumbent provides expert advice and guidance to the OAHP headquarters preservation staff in applying such policy. He/She also provides expert guidance in interpreting legal contracts, applying their terms and conditions to actual situations, and in understanding the restructuring process phases.

Since the knowledge required exceeds the highest level described in the Housing Management Series, GS-1173, the Primary Standard was referenced for evaluation of this factor.

The knowledge required is comparable to Level 1-9, which requires mastery of a professional field to generate and develop new hypotheses and theories; or equivalent knowledge and skill. The knowledge required exceeds Level 1-8, which does not include generating and applying new hypotheses and concepts as is required in incumbent's position.

Factor 2. Supervisory Controls**Level 2-5, 650 pts.**

The incumbent works under the general guidance of the Director, Headquarters Preservation Office who assigns work in terms of broad objectives and program goals. Specific assignments are generated out of policy and procedure application and program goals. The incumbent plans and carries out assignments independently, designing approaches, setting priorities, and executing a work schedule, which ensures that planning, and coordination efforts are completed in a timely manner. As an expert in the field of reconstruction, the work is generally considered technically authoritative and is not subjected to substantive review by the supervisor. Work products may be examined for compliance with broad agency policy.

The level of responsibility compares favorably to Level 2-5, where the employee is a recognized technical authority in the management of restructuring programs. The level of responsibility exceeds Level 2-4, where the supervisor sets the objectives and establishes the resources available and in consultation with the employee, they develop deadlines, intended objectives and the work to be accomplished.

Factor 3. Guidelines**Level 3-5, 650 pts.**

Basic guidelines include a myriad of broad and complex policy directives and regulations from OAHP, manuals, internal guidelines and directives, and accepted principles and practices. The incumbent is also guided by recent policy changes and Congressional mandates in the Voucher 8 assistance program. The incumbent is a recognized authority in the application of policy, guidelines, methods, and procedures that serve as precedents for staff and other agencies in the area of reconstruction.

This factor compares favorably to Level 3-5, where guidelines consist of available policies, regulations, laws, ordinances, and legislative proposals. Although some guides are available, incumbent must exercise judgment in interpreting and adapting policies or regulations and is recognized as a technical authority. The guidelines exceed Level 3-4 where guides are available but require an incumbent to select, adapt, and apply the applicable policy and principles where necessary in the coordination of work products.

Factor 4. Complexity**Level 4-5, 325 pts.**

Incumbent analyzes and executes highly complex underwriting transactions, selection and use of different analytical techniques, methods, and procedures. He/She must exercise considerable judgment in the selection, interpretation, and application of guidelines while meeting timetables and in interacting with others. Incumbent makes sure that the laws, rules and regulations concerning subsidized housing, financial transactions, and real estate appraisal are included in the underwriting process. Often, incumbent identifies matters that are hindering completion of work, research and solutions. In this respect, incumbent has to draft policy, procedure, or position papers to support a recommendation, interact with OAHP and other staff, contractors and stakeholders to refine the recommendation and get approval before implementing a solution. Incumbent is required to exercise considerable judgment in selecting, interpreting and applying guidelines while making sure that the laws, rules and regulations that apply to eligibility,

selection, performance suspension, exclusion, and termination of state and local HFAs are analyzed, coordinated, and accurately applied.

The level of complexity is comparable to Level 4-5, where the work includes the identification of problems that require analysis and evaluation of factors as costs, services, timetables, area ordinances and various other general business activities. Work requires identification of the latest techniques, procedures, and concepts to develop program policies and procedures.

Factor 5. Scope and Effect

Level 5-5, 325 pts.

The work involves identifying matters that hinder preservation. Incumbent must draft policy, procedure, or write position papers to support a recommendation after researching a possible solution to the problem. He/She interprets and adapts policies, high-level directives, new or revised methods that have a profound impact on the restructuring process. The work affects OAHF policies, practices, operations, programs and the affordable housing industry. All federal, state and local entities are extremely interested in the operations of affordable housing program, its policy and procedures. As a result, a policy and procedural decision made by the incumbent will have national scope and effect and is highly visible. Work involves interpreting and adapting policies, high-level directives, or new or revised methods that influence directly the restructuring process. Such scope and effect affects the affordable housing industry nation-wide, and the amount of mortgage insurance provided by the Federal Government. The work described is comparable to Level 5-5 in that at this level, the purpose of the work is to develop program policies, resolve critical problems related to policy application, and coordinate major program functions.

The work exceeds Level 5-4 where the purpose of the work is to provide expertise as a specialist in techniques and methodology by giving advisory services to other agency organizations on specific problems, projects, programs, and functions.

Factor 6. Personal Contacts

Level 6-4, 110 pts.

Contacts include supervisors and high-level managers, the PAEs, private sector companies, state and local employees of HFAs, representatives from interest groups, federal, state, and local regulatory officials, and the public. Incumbent exercises tact, diplomacy, judgment, and technical expertise in meeting and dealing in unstructured settings to gain confidence and resolve disagreements.

Level 6-4 describes contacts with high-ranking officials from outside the agency. Contacts are usually in highly unstructured settings.

The Level 6-3 is exceeded since contacts at this level are described as agency contacts, management officials and representatives of public, private, and other agencies. Contacts are at the employee's workplace or other locations available to persons contacted.

Factor 7. Purpose of Contacts

Level 7-4, 220 pts.

Contacts are to obtain and provide information, resolve policy issues and problems, persuade others, defend, explain, influence, motivate, or justify OAHP policies, practices, or procedures regarding OAHP's restructuring program. Persons contacted may be fearful, skeptical, or uncooperative. Incumbent therefore must be skillful in approaching the individual or group in order to gain desired results.

This purpose of contacts meets Level 7-4 where the purpose is described as above. The purpose exceed Level 7-3 because at the 7-3 level, the purpose is to influence or persuade agency officials, local groups, etc., to accept plans, schedules, policy and methods that may be a conflict with the already established work.

Factor 8. Physical Demands

Level 8-1, 5 pts.

The physical demands described are a direct match.

Factor 9. Work Environment

Level 9-1, 5 pts.

The work environment described is a direct match.

Total Points = 4140

Final Determination:

A total of 4140 points falls in the range of 4055 points – up for conversion to GS-15. This position is correctly classified as Restructuring Manager, GS-1101-15.