

CLASSIFICATION EVALUATION STATEMENT

Proposed position title, series and grade: Appraiser, GS-1171-13

Organizational Location: Multifamily HUBs and Centers throughout HUD nationwide

Incumbent: Vacant - new positions

Background Information: Due to new multifamily programs, initiatives and organizational realignments the Office of Housing has requested that the majority of Appraiser positions in Multifamily Housing throughout the nation be upgraded to GS-13. These changes have required the mastery of appraisal requirements in multiple jurisdictions.

Classification Analysis**Standards Referenced:**

US OPM PCS for Appraising Series, GS-1171 dated November 1992, TS-121

Title and Series Determination and Rationale:

This position is properly classified as an Appraiser. Although the HUD appraisers review third party appraisal reports they are required to go on-site to determine if the appraisal was done correctly. Because of the on-site requirements this position is properly titled Appraiser instead of Review Appraiser.

Grade Determination and Rationale:

This position requires extensive analytical ability, which is required to manage increasingly complex financing arrangements involving multifamily development. Multifamily Appraisers are required to have extensive knowledge of complex matters such as tax credits, mixed income, tax abatement mortgages, tax-exempt bonds and environmental reviews. MF appraisers are required to review complex problem cases and identify solutions. Multifamily appraisers are considered technical experts and apply new appraisal approaches and standards. As an expert they are required to provide expert guidance to program staff, fee appraisers and other federal agencies on the interpretation & implementation of new or modified standards and policies.

Appraisers at this level operate independently with little or no supervision. Appraisals are regarded as technically authoritative and are rarely changed. Only extremely complex and highly controversial appraisals are reviewed for impact on policies and legal precedents.

At this level Appraisers must use a variety of processes and methods. Third party appraisal reports are submitted through the new Multifamily Accelerated Processing (MAP) program. This program was created to establish a "fast-track" process that is consistent at each HUB or Center. These appraisers play a major role in the MAP initiative and are considered experts in the MAP program. They are required to prepare training manuals and other instructional material regarding appraisal procedures to conduct training programs for HUD personnel, contractors and other program participants. Due to the complex nature of the position, MF Appraisers are required to receive and maintain a current State Appraisal Certification.

Final Classification Determination:

Title: Appraiser; Series: 1171; Grade: 13

Working Title: Multifamily Appraiser

Classifier:

Paula Z. Lopez
Personnel Management

OFFICE OF MULTIFAMILY HOUSING PROGRAMS
MULTIFAMILY HUBS AND PROGRAM CENTERS

APPRAISER-GS-1171-13

I. INTRODUCTION

The incumbent of the position is located in the Multifamily HUB/Program Center. This position requires practical knowledge of a wide range of policies and procedures for the origination and servicing of the FHA multifamily mortgage insurance programs, the Section 202 and 811 Capital Advance Programs and the Section 8 Project Based programs. While acting as a representative of HUD and the Multifamily HUB/Program Center, the position requires independent action in making determinations, recommendations, and investigations that involve the above program areas.

II. MAJOR DUTIES

The incumbent carries out the following duties and responsibilities as they pertain to not only manual processing but also to computerized versions of multifamily processing, where applicable.

1. The incumbent studies and analyzes the most difficult appraisal/underwriting problems and recommends solutions for them. Organizes major projects into separate portions, which are accomplished by others, coordinates the results and presents them to the supervisor/team leader. For example, the problems may involve new community development, condominium appraisal, cooperative appraisal methods, air-rights, leasehold interest, hospitals and medical facilities, appraisals of existing projects, use of multiple regression techniques in appraisal, or other complex problems associated with multifamily mortgage insurance or the direct loan programs.
2. Reviews, in the field, complex problem cases and identifies solutions. Is the primary reviewer of third party appraisal reports submitted to HUD under the MAP (Multifamily Accelerated Processing) and TAP (Traditional Application Processing) programs. Such review may serve to evaluate each report for general strengths and weaknesses, validity of values, areas of possible settlement, or usefulness in court proceeding. If required, may also advise attorneys on appraisal interpretation and testify as an expert witness.
3. Furnishes expert technical advice and guidance in appraisal matters, with respect to assigned programs, to field offices, contractors and program participants. Acts as review appraiser for appraisals submitted through lenders doing business with the Department both under the MAP and TAP programs.

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4. Prepares training manuals and other instructional material for applicable programs as well as conducting training programs for HUD personnel, contractors and other program participants.
5. Determines the acceptability of the quality and frequency of multifamily experience as well as the education of appraisers performing contracted appraisals for the Department. This will involve the approval of both the lender's third party appraiser and market analyst in accordance with MAP guidelines.
6. Performs reviews of all market studies submitted by lenders to the Department under TAP as well as MAP guidelines depending on the type of property under review and makes the final recommendation as to the level of market demand.
7. Determines acceptability of the Mortgagor's proposed list of critical and non-critical repairs on projects submitted for mortgage insurance under the 223(f) and 231/223(f) programs in accordance with MAP guidelines. This involves the incumbent being knowledgeable in architectural procedures and contracting methods.
8. Reviews lender submitted Phase I ESA reports for acceptability and prepares HUD-4128, Environmental Assessment and Compliance Findings for Related Laws and the sample field notes checklist. This involves having knowledge of environmental laws that are prevalent not only nationally but that are state specific. The incumbent makes the final recommendations as to the site acceptability.
9. Designs, reviews and monitors data systems to preserve data from insured projects and other sources, and presents it in ways most meaningful for appraisals. The incumbent may independently prepare extremely complex or highly controversial appraisals.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

The Multifamily Appraiser at this level applies a mastery of appraisal concepts, principles, and methodologies to the variety of multifamily projects in the Housing portfolio. They must function as technical experts capable of applying new approaches and standards and must be capable of applying appraisal knowledge to various state and local jurisdictions. The Appraiser must be able to appraise and/or review the appraisals of a broad range of properties with extremely complex characteristics, including new community development, condominium appraisal, cooperative appraisal methods, air-rights, leasehold interest, hospitals and medical facilities, appraisals of existing projects, use of multiple regression techniques, or other complex problems associated with multifamily mortgage insurance or direct loan programs. The Appraiser is involved in controversial issues that have significant impact on the economy of a community, and that might involve intense scrutiny by members of the public, community groups, local government officials, Members of Congress, etc. The incumbent is also responsible for providing guidance to program staff and fee appraisers on the interpretation and implementation of new or modified appraisal policies.

Must have significant expert technical experience and must have significant experience in developing, training, reviewing and furnishing technical guidance concerning appraisal in the various multifamily mortgage insurance programs.

Must write with lucidity and conciseness

Must be knowledgeable in economics and economic trends, architecture, cost estimation, planning, marketing, finance and sociology as they relate to valuation.

FACTOR 2. SUPERVISORY CONTROLS

The supervisors of Multifamily Appraisers at this level provide general programmatic and administrative direction in terms of broadly defined missions and functions. Employees operate generally on a highly independent basis, and undertake a variety of appraisal projects that are highly controversial and complex. Generally, due to the technical expertise of employees, the supervisor reviews the work for completeness and adherence to existing procedures, and considers the work performed as technically authoritative and accepts the work product without change. Recommendations are evaluated in terms of funds availability, compliance with program goals, and consistency with national priorities. Extremely complex and highly controversial appraisals are reviewed for their impact on policies, conflicts with legal precedents or requirements.

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FACTOR 3. GUIDELINES

The guidelines available to the Multifamily Appraiser are HUD policies, precedents, and appraisal standards and laws that provide a general outline of the concepts, methods, and goals of appraisal programs. In those cases involving complex, controversial, or unusual appraisals, the guides available are of limited value.

Multifamily Appraisers must sometimes deviate from standard appraisal processes, and are called upon to use initiative and ingenuity to resolve problems and issues, as well as conduct research and use unique data gathering techniques for estimating the value of properties that may have unique and complex characteristics.

FACTOR 4. COMPLEXITY

Multifamily Appraisers at this level must use a variety of different and unrelated processes and methods. Properties and projects have complex characteristics, and require the application of in-depth appraisal skills and abilities. The Multifamily Appraiser at this level is the primary reviewer of third party appraisal reports submitted to the Department under the Multifamily Accelerated Processing (MAP) and Traditional Application Processing (TAP) programs. Such reviews may serve as a final court of appeals. Multifamily Appraisers are required to have knowledge of such complex matters as tax credits, mixed income, tax abatement mortgages, tax exempt bonds, environmental reviews, etc. In addition to being able to apply appraisal knowledge to such diverse programs as Nursing homes and Assisted Living, Multifamily Appraisers are called upon to play a major role in new programs such as the MAP initiative.

Due to the complex nature of the position, Multifamily Appraisers must now receive and maintain a State Certified General Appraisal License in order to perform in the position.

FACTOR 5. SCOPE AND EFFECT

Multifamily Appraisers plan and implement complex appraisals on multifamily projects that often have diverse and unusual characteristics. The incumbent may research and analyze a wide variety of problems and questions to provide guidance to program staffs and contracted appraisers.

The recommendations and advice of Multifamily Appraisers can impact the activities within the Hub and may extend to other Hub jurisdictions. Also, the economies of various communities may be impacted.

FACTOR 6. PERSONAL CONTACTS

Contacts are with individuals or groups from outside HUD in a moderately unstructured setting. For example, Multifamily Appraisers may have contact with private sector appraisers, attorneys, property owners, tax assessors, real estate developers, builders, etc. When requested, the incumbent represents the Agency in providing expert advice to appraisal personnel from other agencies, such as Farmers Home Administration, Federal National Mortgage Association, Veterans Administration, to coordinate matters of concern to both agencies.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of the contacts is to collect information, clarify and explain policies and procedures, recommend values, and to influence compliance with established Departmental standards. The incumbent must have the ability to establish rapport with contacts and to, in some cases, encourage them to undertake a certain course of action.

FACTOR 8. PHYSICAL DEMANDS

During site inspections, the work may regularly requires some physical exertion such as long periods of standing, walking, crouching, bending, stooping, stretching, reaching, etc.

FACTOR 9. WORK ENVIRONMENT

The work regularly involves moderate risks or discomfort associated with visiting construction sites, sites with limited access, or remote areas that require special safety precautions such as wearing protective hard hats, gloves, etc.