

POSITION DESCRIPTION
CONST ANAL (MF), GS-0828-13

SETID	HUD01	JOB CODE	FH0024	DATE	04/02/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0828	GRADE	13	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	CONST ANAL (MF)								
SPVY LEVEL	Other	POSITION SENSITIVITY	Non Snstv	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB	Admin	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	US OPM PCS FOR CONSTRUCTION ANALYST SERIES, GS-0828, TS-59, DEC 65. US OPM INTRODUCTION TO THE POSITION CLASSIFICATION STANDARDS, PRIMARY STANDARD, TS-107, AUG 91.								
DATE CLASSIFIED	04/12/2005								

MAJOR DUTIES

CONSTRUCTION ANALYST
GS 0828 13

This position is located in the Office of Multifamily. Performs a wide variety of work related to assigned reviews and evaluations of architectural, engineering, and administratively related plans and documents including drawings, specifications, bid documents, addenda and change orders which are submitted by applicants for HUD's multifamily housing programs. Reviews architectural and engineering work performed under fee contracts. Serves, and is recognized, as expert with responsibility for ensuring that proposed multifamily program projects, such as Mortgage Insurance and Capital Advances meet HUD requirements. Assignments include projects incorporating complex design features and unusual and advanced building designs, materials and construction techniques. These structures consist of housing for the elderly and disabled, nursing homes, mobile home parks, and high rise apartments. The position requires the services of an expert construction analyst, who is expected to keep abreast of the pertinent industry research and development, and to apply those principles to reduce costs, extend the useful life of projects and to make maximum utilization of available resources.

The incumbent manages the efficient and effective coordination, and accomplishment of planning, scoping, development design, construction, and operation of major multifamily insured and capital advance projects. Applies an extensive knowledge of construction disciplines, development and management concepts, principles, methods and practices. The position requires a broad background and experience in various functions; a full and in depth understanding of HUD Asset Development and Asset Management procedures and guidelines, and government contracting processes. The incumbent integrates sponsor customer requirements and participation into a comprehensive asset development and management plan that is fully coordinated with all contributing organizations including various development disciplines, management agent and owner responsibilities; for control and management of project's construction budget and schedule assuring that HUD's commitments to the sponsor customer are met and serves as HUD's primary point of contact for sponsor customers and other external agencies on assigned projects.

The following criteria apply in a review capacity for underwriting administered by the mortgagee and in a full processing and management capacity for underwriting administered by HUD. Asset Management responsibilities remain the full responsibility of HUD.

Visits project sites to determine conditions of off site construction or demolition. Evaluates project sites for unusual site conditions such as soil faults, drainage problems, or other design problems that may increase the site development cost or decrease the value of the land. Maintains files on soil classifications, materials, installations, contractors, construction superintendents, and architects so that data gathered will allow faster and more accurate processing.

CONST ANAL (MF), GS-0828-13

Reviews and evaluates the sponsor's housing construction proposals for multifamily projects. Selects and evaluates data submitted relevant to the design and construction of the particular project from the architectural and engineering data and prepares the specific documentation required at this stage for project acceptability or rejection.

Examines existing properties for structural soundness. Determines repairs needed to bring them up to acceptable standards so a determination on feasibility of rehabilitation can be made. Reviews the description of proposed housing rehabilitation to ensure it reflects agreements reached at the joint inspection between architect, sponsor, etc. Reviews the economics of demolition weighted against cost of rehabilitation, and reviews the suitability of the rehabilitated project to accommodate needs of its occupants.

Reviews contract award documents to ascertain if the proposed bid is the lowest or lowest acceptable, consistent with the Owner's Invitation for Bids and bid package and in a amount consistent with the construction budget.

Reviews contract documents submitted for firm commitments. Reviews and evaluates designs and construction proposal to insure conformance with HUD technical standards. Makes recommendations on acceptability of design and construction proposals. Prepares contract drawings and specifications for initial closing and attends the pre construction conference.

Periodically observes construction at the site to evaluate the contractor's and architect's performance; reviews proposed change orders; determines whether the amounts on the contractor's requisition are reasonable; conducts employee wage interviews; reports on Labor and EEO complaints; assures the quality of construction is in accordance with the approved contract documents and assures that required repairs under Preservation Capital Needs Assessments have been done. Records action taken on each site visit on HUD's inspection forms. Takes appropriate action on non compliance until corrections are completed to the satisfaction of HUD.

Responsible for respecting the customer, and demonstrating that respect through courteous treatment; directing customers and correspondence to the appropriate party and offering to provide additional assistance; providing quality products through simple communication, following up and reaching out to the client; and providing timely service and results which are monitored by soliciting feedback from customers. Quality customer service is a fundamental responsibility of the position.

Functions in a ""team"" environment, offering and providing assistance as necessary and working cooperatively with others in order to complete work assignments and attain goals. Positive and effective teamwork as demonstrated through cooperation and coordination with other staff members is paramount in the effective delivery of HUD programs.

Performs other duties, as assigned.

NOTE: All HUD personnel will comply we safety regulations occupational safety and health standards, and other safety directives and orders.

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of the FHA multifamily mortgage insurance and Section 202 811 programs.

Knowledge of the multifamily housing mission, structure, and organizational relationships and their inter relationships between the many programs and funding support functions as they are applied within HUD.

CONST ANAL (MF), GS-0828-13

Expert knowledge of both construction practices for housing in order to examine drawings and specifications for compliance with standards; estimate construction costs; alterations; and repair.

Ability to negotiate the resolution of construction problems or complaints so that the project can be continued.

Ability to write clear and concise reports to support findings and recommendations.

Knowledge of the various HUD multifamily housing programs and their philosophies so that both the human and the structural needs are met.

Knowledge of plans, specifications, and estimates of materials and costs for construction, extensive alterations, and repair of buildings.

Expert knowledge, skill, and experience in all phases of construction involved in large multifamily dwellings, such as high rise structures, multi story nursing homes, limited care facilities, special care facilities, and other unique structures included in various Departmental programs.

Expert knowledge, skill, and experience in properly interpreting construction plans, specifications, soil analysis, and other engineering data.

Expert knowledge, skill, and experience in applying construction cost estimating principles involving new and substantial rehabilitation construction in the various Departmental programs.

Knowledge of Federal and State accessibility standards and requirements.

Ability to make formal and informal presentations; ability to communicate with diverse partners and customers both orally and in writing.

Ability to work independently and within a team concept.

FACTOR 2 SUPERVISORY CONTROLS

The incumbent's immediate supervisor provides overall administrative guidance regarding agency policies, procedures and priorities. The supervisor assigns work in terms of broad, general objectives. The incumbent works independently, advising the supervisor of significant or precedent setting cases. Most of the workload generated, as a result the work plans of the incumbent, will result from their active analysis of the physical condition of the multifamily projects in inventory. Therefore, most assignments will be generated based on the initiative of the incumbent.

Decisions and recommendations are normally accepted without change. Work is evaluated on the basis of quality, quantity, timeliness, service to the industry and adherence to sound construction practices, principles and procedures.

FACTOR 3 ; GUIDELINES

Standard reference books, HUD manuals, dictionaries, HUD releases and guidelines are available as needed for reference purposes. In order to accomplish the desired results, the incumbent consults these reference books as well as a large body of unwritten policies, precedents and practices which are not completely applicable to the work and are not specific and which deal with matters relating to judgment, efficiency and relative priorities rather than with procedural concerns. The incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

FACTOR 4 ; COMPLEXITY

The incumbent applies an expert knowledge of HUD multifamily housing programs and construction

CONST ANAL (MF), GS-0828-13

techniques in performing the duties and in making sound decisions and judgments on a variety of complex problems. The incumbent applies knowledge, reason and logic to arrive at a reasonable, workable and good decision. Daily and routine actions are based on sound judgment and usually accepted without detailed justification. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. Incumbent must be able to work effectively with all levels of the office staff in order to promote harmonious cooperation between specialists.

FACTOR 5 SCOPE AND EFFECT

The work involves establishing criteria; formulating projects; assessing program effectiveness; and investigating or analyzing a variety of unusual conditions, problems, or questions. The incumbent manages the construction and repair aspects of the HUD multifamily housing portfolio. The incumbent serves as the principal focal point for HUD clients in the development and management of HUD's multifamily housing programs. Services and recommendations emitting from the incumbent are comprehensive and have a direct effect on HUD clients. Approval or disapproval of an application, the restriction or termination of projects, legal actions, and the overall success or failure of the Department's objectives are involved.

FACTOR 6 PERSONAL CONTACTS

Personal contacts include visitors from other offices within the Department of Housing and Urban Development, representatives of Public Housing Authorities, city governing bodies, legal aids, sponsors, mortgagees, community groups, non profits, and professional groups. The incumbent has extensive working relationships with people doing business with the Department such as sponsors, contractors, architects, mortgagees, residents, and local governmental officials, and must use a high degree of tact in his her contacts and professional judgment.

FACTOR 7 PURPOSE OF CONTACTS

The purpose of the contacts is to influence and motivate HUD clients to accept and implement recommendations. Contacts are also to advise on multifamily housing programs and policies as they relate to construction and repair aspects; to provide technical assistance, exchange information, resolve differences, and serve to enhance Department public relations; to give and obtain information; to set up meetings or arrange travel; and to coordinate and ensure the release of correspondence and reports within required deadlines. The persons contacted may be fearful, skeptical, and uncooperative. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport.

FACTOR 8 PHYSICAL DEMANDS

While visiting construction sites, much of the time is spent walking, standing, and climbing stairs. The work often involves driving or other forms of transit to project locations. No special physical demands are required to perform the work.

FACTOR 9 WORK ENVIRONMENT

The work is performed in an office or similar setting. The work area is lighted, heated and ventilated. Involves normal risks or discomforts associated with offices, meeting rooms, residences, or motor vehicles. Occasional travel may be required.

CONST ANAL (MF), GS-0828-13

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-8	1550
2-4	450
3-4	450
4-5	325
5-5	325
6-3	60
7-3	120
8-1	5
9-1	5

Total 3290 = GS-13 (3155 - 3600)