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REASON FOR THIS POSITION

1. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER

2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER

3. REPLACES PD NUMBER

POSITION DESCRIPTION COVER SHEET HG3030

RECOMMENDED

5. PAY PLAN: GS

6. SERIES: 1101

7. GRADE: 13

8. INCLIMBENT (OPTIONAL)

OFFICIAL

TITLE: SINGLE FAMILY HOUSING SPECIALIST

11. PD NUMBER	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. VA	17. CLASSIFIER
105	1101		13	7-15-97	<input type="checkbox"/> YES <input type="checkbox"/> NO	BHM

ORGANIZATIONAL STRUCTURE (Agency/Bureau)

Department of Housing and Urban Development	5th	GA Division (Outstation)
Assistant Secretary for Housing - FHC	6th	
Deputy Assistant Secretary for Single Family Housing	7th	
Homeownership Center	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 information 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.

SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
<i>[Signature]</i>	7-15-97		
21. SUPERVISOR'S NAME AND TITLE	24. SECOND SUPERVISOR'S NAME AND TITLE		
John P. Retzlins, Assistant Secretary For Housing-Federal Housing Commissioner			

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
Knowledge Required			6. Personal Contacts		
Supervisory Controls			7. Purpose of Contacts		
Guidelines			8. Physical Demands		
Complexity			9. Work Environment		
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.

SIGNATURE	30. DATE
<i>[Signature]</i>	7-15-97
31. NAME AND TITLE	
Personnel Management Specialist	

32. OPM CERTIFICATION NUMBER

PM Classification Standard for Loan Specialist Series - GS-1166 and General Business and Industry Group GS-1101 Series.

MASTER RECORD/ INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

KEY DATA

1. DIVISION (1)	2. DEPT. CD./AGCY-SUB-CD. (4) (4) EU83	3. SON (4)	4. MA. NO. (6)	5. GRADE (2) 13	6. IP NO. (8)
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MASTER RECORD

7. OCC. SER. (4) 1101	8. OCC. FUNC. CD. (2)	9. OFF. TITLE CD. (2)	10. OFF. TITLE (38) SINGLE FAMILY HOUSING SPECIALIST		
11. FLD. CD. (1) 1 - HQ 2 - FLD	12. SUP. CD. (1) 8	13. CLASS. STD. CD. (1) 1 - Sup. BGEG 2 - Mgr. BGEG 3 - Mgr. CSRA 4 - Sup. CSRA	14. B. CLASS. STD. CD. (1) X - New Std. Applied Blank - NA	15. INTERDIS. CD. (1) N - No Y - Interdis	16. DT. CLASS (8) 05/30/96
17. EARLY RET. CD. (1) 1 - Primary 2 - Secondary	18. FOREIGN SVCS. (1) 3 - Foreign Svcs. Blank - NA	19. INACT/ACT (1) I - Inactive A - Active	20. DT. ABOL. (8)	21. DT. INACT/REACT (8)	22. AGCY. USE (10)
23. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)
24. INTERDIS. SER. (40)	(5)	(5)	(5)	(5)	(5)

INDIVIDUAL POSITION

25. SA CD. (1) E - Exempt N - Nonexempt	26. FIN. DIS. REQ. (1) 0 - None 1 - CD 210 2 - CD 220	27. POS. SCHED. (1) 3 - 6F 27B 4 - AD 382 5 - 6F 848	28. POS. SENS. (1) A - Sched A B - Sched B C - Sched C	29. POS. SENS. (1) O - Excepted bus not A, B, C	30. POS. SENS. (1) O - Non-sensitive 1 - Noncritical 2 - Critical Sensitive	31. COMP. LEV. (4) 6512	
32. WK. TITLE (38)	33. WK. TITLE (38)						
34. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	35. VAC. REV. CD. (1) O - Position Action No Vacancy A - No Change B - Lower Grade C - Higher Grade D - Different title and/or series E - New Position/New FTE						
36. TARGET GC. (2)	37. LANG. REQ. (2)	38. PROJ. DTY. IND. (1) Blank - NA Y - Yes	39. DUTY STATION (8) State (2) City (4) County (2)	40. BUS. CD. (4) 0015	41. DT. LST. AUDIT. (8)	42. PAS. IND. (1) Blank - NA 1 - PAS	43. DATE EST. (8)
44. BASIS. IND. (1) 1 - Rev. when vacant 2 - Impact of Person 3 - Sup. BGEG	45. SUP./PROGRAM (1) 4 - Sup./Program 5 - RGEQ 6 - Policy Analysis BEG	46. EQUIPMENT DEVAL. GUIDE (1) 7 - Equipment Deval. Guide 8 - Agency Use 9 - Agency Use ALPHA/AS - Agency Use	47. DT. REG. REC. (8)	48. NTE. DT. (8)	49. POS. ST. BUD (1) Y - Perm N - Other		
50. MAINT. REV. CLASS. ACT. CO. (2) (1st Digit = Activity and 2nd Digit = Results)							
Normal Act 1 - Desk Audit 2 - Sup. Audit 3 - Paper Rev. 4 - PME/Activity Rev.		Maintenance Review Act 5 - Desk Audit 6 - Sup. Audit 7 - Paper Rev. 8 - Panel Rev.	Results 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		
51. EMP. ASGN. (8)	52. DT. ABOL. (8)	53. INACT/ACT (1) 1 - Inact. 2 - Act.	54. INACT/ACT (8)	55. ACCTG. STAT. (4)	56. INT. ASGN. SER. (4)	57. AGCY. USE (8)	

58. CLASSIFIER'S SIGNATURE _____ 59. DATE _____

60. REMARKS _____

**SINGLE-FAMILY HOUSING SPECIALIST, GS-13
FIELD MONITORING, QUALITY ASSURANCE DIVISION**

I. INTRODUCTION

This position is located under the jurisdiction of the Chief, Field Monitoring Branch, Quality Assurance Division of the Homeownership Center, for the Deputy Assistant Secretary for Single Family Housing. The incumbent is recognized as an agency expert in the single-family housing field. The position is responsible for conducting on-site reviews of FHA approved lenders to determine their compliance with Title I and II requirements. This position requires the application of a very high level of skill in evaluation techniques and a very broad knowledge of the specific problems which are complex and difficult. The problem solution may be controversial demanding the ability to persuade and motivate responsible officials to change major program policies or procedures. The scope and impact of these assignments are of considerable significance to the management of the single-family housing program.

II. DUTIES AND RESPONSIBILITIES

A. Acts as HUD expert and advisor on the lender origination and servicing practices required for compliance with Title I and Title II, Fair Housing and RESPA. Employs judgement and initiative in the selection and interpretation of statutory, regulatory, handbook and other requirements that are applicable to the risk management function. Exercises judgement in interpreting and applying guidelines in responding to and solving problems and dealing with controversial issues.

B. Performs various periodic on-site reviews of Title I and Title II lenders to determine compliance with loan origination and servicing procedures and requirements, Fair Housing and RESPA. Analyzes data independently obtained from contact in HUD offices, the industry sources, local government offices and from the general public.

C. Identifies actions necessary for the correction of the lender's deficiencies, requiring compromise within the framework of risk management and cooperation between various Headquarters and field personnel.

D. Represents the Department in negotiations with industry representatives when discussing alternatives necessary for compliance with program requirements. Ensures that appropriate action is taken to correct inadequacies. Recommends further action to the Branch Chief if appropriate, and follows-up on corrective actions.

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3. Recognizes facts and evidence and is able to assemble, correlate and analyze data obtained in reviews and investigations. Prepares correspondence, technical back-up documentation, status reports, schedules and other information for referral to the Branch Chief and/or HUD Headquarters for action or implementation. Writes in a concise, clear manner and fully documents all reports. When appropriate, prepares referrals for administrative or enforcement action.

F. Identifies and formulates plans or policies for insured programs relating to risk management and participant monitoring. Recommends amendments to statutes, regulations and handbooks. Participates in establishing HUD policy and procedure formulation affecting lenders, for the Headquarters Office of Lender Activities and Program Compliance.

G. Investigates and gathers evidence for use by the Branch, Division and/or HUD Headquarters in administrative proceedings, civil cases and criminal referrals. Seeks out individuals to serve subpoenas or conducts interviews. Participates as a government witness in administrative, civil or criminal cases, or cases brought by other Federal and State agency.

II. SUPERVISION RECEIVED

This position is under the Chief, Field Monitoring Branch of the Quality Assurance Division in the Homeownership Center. The incumbent will work independently or in conjunction with other SF Specialists. Completed work is evaluated in terms of overall effectiveness in achieving program objectives and for soundness of judgement. The incumbent operates independently, resourcefully and with minimal supervision. The incumbent may be located in the Homeownership Center, or stationed at a field office in a city under the jurisdiction of that Homeownership Center.

EVALUATION STATEMENT

TITLE, SERIES, AND GRADE: Single Family Housing Specialist
GS-1101-13

The GS-1101 series is considered appropriate because the duties and assignments are not specifically included in one particular series.

BACKGROUND: This is a projected position in the HUD Homeownership Center, in Field Monitoring Branch. The incumbent is responsible for conducting on site reviews of FHA lenders to determine compliance to federal programs. The center is responsible for single family housing for approximately a 25 state area.

GRADE DETERMINATION:

This position is considered comparable to the following:

PROGRAM SPEC. GUIDE

Nature of Assignments---Providing authoritative advice on program content to officials of state and local agencies and assisting them in setting up new programs where related precedents or guidelines are unavailable. A GS-13 spec. is a recognized agency expert in their particular field.

Supervisory Controls---Supervisor provides no guidance in development of plan, but does approve priorities, schedule and staff.

POLICY ANALYSIS GRADE EVALUATION GUIDE

Consider to be a professional authority in specific area and is frequently required to apply their expert knowledge and skill to complex problems. Responsible for providing policy analysis in specific specialty utilizing comprehensive subject matter knowledge, identifies and performs analyses of issues and develops options and alternatives by providing indepth technical analyses.

CONCLUSION:

This position is classified as a Single Family Housing Specialist, GS-1101-13.