

POSITION DESCRIPTION

PUBLIC HOUSING REVITALIZATION SPEC. (FM), GS-1101-12

SETID	HUD01	JOB CODE	FP0030	DATE	10/05/2005	OPM CERT #			
PAY PLAN	GS	SERIES	1101	GRADE	12	PAY BASIS	Per Annum	FUNC CLASS	NA
WORK TITLE	Public Housing Revitalization Spec. (FM)								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION		MEDICAL CHECK REQ.	No	BUS CODE	0015
FLSA	Exempt	PATCOB		EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	
CLASSIFIER									
CLASS STANDARD									
DATE CLASSIFIED	07/18/1997								

MAJOR DUTIES

PHRS (FM), GS-1101-12

This position is located in the HUB Field Office directly reporting to the Director, Office of Public Housing or subordinate supervisor as assigned. As a Public Housing Revitalization Specialist (PHRS), the incumbent supports the day to day operations of the field office(s) with technical assistance and advice and performs work assignments which may involve the interpretation of policies and procedures related to the facilities management aspects of PIH programs and serves as an internal consultant within the field office and to the Program Centers or Management Centers on technical problems involving PIH activities and projects when necessary and must be able to serve as a specialist in the area of facilities management, handling a wide variety of programs within the scope of the Office's responsibilities. More specifically, the incumbent:

Assesses the performance of the PHA's in the facilities management area for both Low Rent Public Housing and Section 8 programs by reviewing building plans and specifications, contract proposals, requisitions, change orders, and implementation schedules and proposals.

Provides the full range of technical advice and guidance to HUB Field Office staff or Program Center staff on facilities management issues, serves as liaison between the Headquarters and Field Office staff on new policies and procedures, participates with Headquarters functional experts in developing specific policy and legislative changes, or new legislation.

Leads or participates on Teams conducting targeted performance assessments of specific housing authorities. Using the Diagnosis, Problem Resolution, and Follow-up phases to review facilities management areas such as:

- All technical engineering matters related to maintenance activities
{Modernization programs (CIAP and Comp Grant)}
- Applicable Section 8 activities (Housing Quality Standards)

Provides technical advice and assistance to teams in developing and carrying out recommendations when the housing authority management and local leaders are unwilling to improve resident living conditions.

Identifies crosscutting systemic problems on functional areas related to the areas of facilities management.

Serves as a member of other teams to develop appropriate solutions (which often will be extended area wide) to complex issues and problems identified by either remote monitoring or contact with Field Office staff.

Provides technical advice and assistance to teams conducting targeted compliance assessments of specific PHA's. Using Diagnosis, Problem, ~d Follow-up phases, performs ill-depth reviews of such

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areas as:

-24 CFR 85-36

-Lead-Based Paint Poisoning Act, Section 504

Identifies corrective action on compliance violations by developing tailored training packages, information dissemination, etc., or when appropriate recommends that potentially severe compliance issues to the Inspector General.

Monitors compliance of all PHA's in the facilities management area e.g., proper bidding and award procedures, and compliance with wage rates and bonding requirements. Works with others in identifying developing strategies for dealing with these issues.

Provides technical assistance to housing authorities by responding to question, identifying technical assistance needs, and developing tailored packages to address those needs using strategies such as peer-to-peer networks.

Reviews and approves requisitions, change orders, contracts, utility allowances, relevant portions of the budget, and other facility management requirements.

Responds to questions issues raised by residents of housing authorities, applicants, and outside parties.

Takes the lead role on assignments involving resolution of audit findings, Modernization application reviews, PHMAP appeals and certifications, Resident Initiatives grant application reviews, and Demo Dispo Conversion requests.

Uses various automated equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues, and generate appropriate work products.

Develops and coordinates the implementation of "Best Practices" in the area of facilities management. Prepares analytical papers on programs assessing effectiveness and suggesting new policies and policy changes having, national impact. Identifies and assembles materials for the information clearinghouse. Develops appropriate strategies, tools, and procedures to address identified performance deficiencies and unusually complex problems. Identifies Best Practices and disseminates information. Explores non-HUD sources of technical assistance, e.g. nonprofits and universities.

Provides technical advice and assistance Assists in achievement of Management Plan goals as they pertain to Facilities Management. Assesses Management Review reports, provides input for management plan reports and processes waivers.

Serves as a policy liaison to facilities management functional specialists in HUB Field Office and Program Centers. Serves as the Headquarters representative with FO Public Housing Divisions, and with high ranking PHA officials, Mayors, and executives of comparable private sector organizations in areas related to his her functional specialty.

Provides technical assistance on complex policy or operational issues. Serves as a consultant in the development of tailored packages to address those needs. Facilitates the identification of sources outside of HUD for the provision of technical assistance to PHAs in subject areas under facilities management. Initiates, convenes and chairs meetings, workshops, seminars and conferences.

Utilizes available computer equipment and data systems to maintain data, track performance trends and compliance issues and generate appropriate work products.

Factor 1, Knowledge Required by the Position

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Comprehensive knowledge, analytical skills and evaluative methods applicable to facilities management issues and programs carried out by the PHA's in order to enhance the efficiency effectiveness of the housing authorities.

Comprehensive knowledge of the HUD rules and regulations, statutes and other controlling documents pertaining to the organizational patterns and personnel policies, and programs administered by PHA's to facilitate developing new or improved work methods and FM strategies for implementation both in the respective PHA and possible implementation nationwide.

Skill in analyzing trends in the facilities management functional area in order to provide PHA management and the facilities management functional specialists with information upon which to develop solutions to significant downward trends, which may prove extremely harmful to the authority.

Factor 2. Supervisory Controls

Assignments are made in terms of objectives desired or arise out of ongoing work.

The incumbent is responsible for planning and carrying out assignments by determining, after identifying problem areas, what additional data should be evaluated. The incumbent's work is reviewed for consistent interpretation of legal precedents, equitable treatment of PHA's, and impact on HUD policy, and the extent to which the incumbent's work furthers PIH program goals.

Factor 3. Guidelines

Guidelines include Departmental goals and objectives, and Federal, State, and local regulations and ordinances etc. The incumbent must use extensive judgment and ingenuity in adapting these policies to resolve complex problems, and in developing new methods for use by other PHA's. Established guides require extensive interpretation or, as is often the case, the incumbent must extend the intent of such guides to meet current work requirements.

Factor 4. Complexity

The work involves performing complex reviews and analyzes of the PHA's in the areas of facilities management on a local and area-wide basis, identifying operational and programmatic deficiencies, and providing PHA management and the FM functional specialist with technical assistance. The large size of many of the PHA's, coupled with intricate relationships within these authorities, complicates the analysis of data. The specialist also makes recommendations on a regular basis, which may affect program priorities nation-wide.

Factor 5. Scope and Effect

The work involves developing programs and procedures necessary to analyze operations within PHAs and recommend appropriate changes in complex program operations of PHA's. Many of these changes extend beyond the Field Office jurisdiction and in fact become implemented nationwide, thus affecting the well being of significant numbers of people, often on a HUD-wide basis.

Factor 6, Personal Contacts

Contacts are with employees in HUB Field Offices, Program Centers or Management Centers, as well as staff in PHA's and employees in Headquarters. Additional contacts include officials at the state and local levels as well as with those in other Federal agencies. Contacts are for the purpose of exchanging information or clarifying information or clarifying questions or negotiating resolutions to complex issues.

Factor 7, Purpose of Contacts

The purpose of the contacts is to persuade agency or PHA staff, as appropriate, to accept policy recommendations or changes. In many instances use of effective persuasion is necessary to obtain agreement with those not inclined to be cooperative.

Factor 8, Physical Demands

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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.

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