Construction Analyst (MF)
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Assistant Secretary for Housing-Federal Housing Commissioner

Overview
Open & closing dates
06/26/2019 to 07/10/2019

Service
Competitive

Pay scale & grade
GS 12

Salary
$83,398 to $111,558 per year

Appointment type
Permanent - Full-time

Work schedule
Full-Time - Career/Career Conditional

Locations
2 vacancies in the following locations:
Baltimore, MD1 vacancy
New York, NY1 vacancy

Relocation expenses reimbursed
No

Telework eligible
Yes as determined by agency policy

This job is open to
The public
U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency
U.S. citizens or U.S. Nationals; no prior Federal experience is required.

Announcement number
19-HUD-1046-P
Duties

Summary
This opportunity is also open to Status eligibles under Announcement 19-HUD-1045. Please refer to that announcement for details on open period, eligibility, and how to apply.

Responsibilities
As a Construction Analyst (MF), you will:

- Manage the efficient and effective coordination, and accomplishment of planning, scoping, development design, construction, and operation of major multifamily insured and capital advance projects.
- Apply an extensive knowledge of construction disciplines, development and management concepts, principles, methods and practices.
- Visit project sites to determine conditions of off-site construction or demolition. Evaluate 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.
- Maintain files on soil classifications, materials, installations, contractors, construction superintendents, and architects so that data gathered will allow faster and more accurate processing.
- Review 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 an amount consistent with the construction budget.
- Quality customer service is a fundamental responsibility of the position.

Travel Required
Occasional travel - 1-20 days per month

Supervisory status
No

Promotion Potential
12

Job family (Series)
0828 Construction Analyst

Requirements

Conditions Of Employment
• Click "Print Preview" to review the entire announcement before applying.
• Please refer to "Conditions of Employment."

The experience may have been gained in either the public, private sector or volunteer service. (https://arc.fiscal.treasury.gov/vacancies/fsresumetips.pdf)

One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/day/year, and indicate number of hours worked per week on your resume.

The Office of Housing provides vital public services through its nationally administered programs. It oversees the Federal Housing Administration (FHA), the largest mortgage insurer in the world, and regulates important parts of the housing industry. The Office of Housing also helps ensure consumers can access housing counseling and provides affordable rental housing through its Multifamily housing program. The Office of Housing is committed to helping all Americans obtain safe, decent affordable housing.

The Office of Multifamily Housing is responsible for the overall management, development, direction and administration of HUD's Multifamily Housing Programs. HUD's Multifamily programs provide mortgage insurance to HUD-approved lenders to facilitate the construction, substantial rehabilitation, purchase and refinancing of multifamily housing projects. MFH is widely responsible for production, asset management and portfolio oversight, and recapitalization of assisted properties, and field operations. As part of the National Housing Act of 1934, Congress created the Federal Housing Administration (FHA) which later became a part of the Department of Housing and Urban Development's (HUD) Office of Housing in 1965.

Qualifications
You must meet the following requirements by the closing date of this announcement.

For the GS-12, you must have one (1) year of specialized experience at a level of difficulty and responsibility equivalent to the GS-11 grade level in the Federal service. Specialized experience for this position includes:

- Evaluating architectural, engineering and administratively related plans and documents, including drawings, specifications, bid documents and addenda and change orders submitted by applicants; AND
- Applying design principles, methods, and techniques to inspect and solve identified problems related to the design and construction of housing.

Education

Additional information
- We may select from this announcement or any other source to fill one or more vacancies.
- Relocation expenses will not be paid.
- This is a bargaining unit position.
- This position is Non-Exempt from the Fair Labor Standards Act (FLSA).
- HUD offers alternative and flexible work schedules with supervisory approval.

**CONDITIONS OF EMPLOYMENT:**
- A one year probationary period may be required.
- Must successfully complete a background investigation.
- Complete a Declaration for Federal Employment to determine your suitability for Federal employment, at the time requested by the agency.
- If you are a male applicant born after December 31, 1959, certify that you have registered with the Selective Service System or are exempt from having to do so.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the Form I-9. Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.
- Obtain and use a Government-issued charge card for business-related travel.
- Public Trust – Background Investigation will be required.

HUD employees are subject to a number of government-wide and HUD specific ethics laws and regulations, including restrictions on outside employment. To review applicable ethics rules, please visit [https://portal.hud.gov/hudportal/HUD?src=/program_offices/general_counsel/ethics](https://portal.hud.gov/hudportal/HUD?src=/program_offices/general_counsel/ethics)

**How You Will Be Evaluated**
Your application includes your résumé, responses to the online questions, and required supporting documents. Please be sure that your resume includes detailed information to support your qualifications for this position; failure to provide sufficient evidence in your resume may result in a “not qualified” determination.

**Rating:** Your application will be evaluated in the following areas: Technical, Analytical and Communication. Category rating will be used to rank and select eligible candidates. If qualified, you will be assigned to one of three quality level categories: Best Qualified, Better Qualified, and Qualified (Good) depending on your responses to the online questions, regarding your experience, education, and training related to this position. Your rating may be lowered if your responses to the online questions are not supported by the education and/or experience described in your application.

Veterans’ preference is applied after applicants are assessed. Preference-eligibles will be listed at the top of their assigned category and considered before non-preference-eligibles in that category.
Qualified preference-eligibles with a compensable service-connected disability of 10% or more will be listed at the top of the highest category.

**Referral:** If you are among the top qualified candidates, your application may be referred to a selecting official for consideration. You may be required to participate in a selection interview.

**Note:** Applicants who are referred for selection consideration may be required to complete a writing sample and/or other writing exercise as part of the interview/selection process. If a writing sample and/or other writing exercise is part of the interview/selection process, you will be contacted: (1) inform you of this requirement; and (2) provide further instructions.

If you are a displaced or surplus Federal employee (eligible for the [Career Transition Assistance Plan (CTAP)/Interagency Career Transition Assistance Plan (ICTAP)](https://www.usajobs.gov)) you must be assigned the middle category or better to be rated as "well qualified" to receive special selection priority.

To preview questions please [click here](https://www.usajobs.gov).

**Background checks and security clearance**

**Security clearance**
Not Required

**Drug test required**
No

**Required Documents**
A complete application includes 1. A resume, 2. Vacancy question responses, and 3. Submission of any required documents. Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible).

All applicants are required to submit a resume either by creating one in USAJOBS or uploading one of their own choosing. (Cover letters are optional.) To receive full credit for relevant experience, please list the month/date/year and number of hours worked for experience listed on your résumé. We suggest that you preview the online questions, as you may need to customize your résumé to ensure that it supports your responses to these questions. Please view [résumé tips](https://www.usajobs.gov).

**VETERANS' PREFERENCE DOCUMENTATION:** If you are claiming veterans preference, please see [applicant guide](https://www.usajobs.gov) for required documentation. In order to be considered for veterans preference, you must submit all required documentation as outlined in the [applicant guide](https://www.usajobs.gov).

**CAREER TRANSITION ASSISTANCE PLAN (CTAP) OR INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP) DOCUMENTATION:** If you are a displaced or surplus Federal
employee, click CTAP/ICTAP for eligibility and a detailed list of required documents.

If you are relying on your education to meet qualification requirements:
Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits
A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

Location Affordability Portal (LAP): The LAP provides estimates of household housing and transportation costs at the neighborhood level to help make more informed decisions about where to live, work, and invest.


Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

Application: https://www.usajobs.gov/GetJob/ViewDetails/537712600

HUD has partnered with the Treasury's Bureau of the Fiscal Service to provide certain personnel services to its organization. Fiscal Service's responsibilities include advertising vacancies, accepting and handling applications, and extending job offers.

The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 5:00 p.m. ET, Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.
HUD provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

To begin, either click the "Create a New Account" button and follow the prompts to register or if you previously registered, click the "Apply Online" button and follow the prompts.

You will be re-directed to HUD’s CareerConnector system to complete your application process; answer the online questions, and submit all required documents. (To submit supporting documents, click one of the available options; Upload; Fax; or Reuse existing documents. To protect your privacy, we suggest you first remove your SSN). Also, go to “My Account” to view and update your information, as necessary.

To complete, you must click the "Finish" button located at the bottom of the "Application Review" page.

To verify your application is complete, log into your USAJOBS account, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

If you are experiencing system issues with your application, please contact the Help Desk at mgshelp@monster.com or at 866-656-6831 and/or the https://my.usajobs.gov/Help/Contact/.

For additional information on how to apply, please visit the Partnership for Public Service’s Go Government website.

Agency contact information

Applicant Call Center
Phone
304-480-7300

TDD
304-480-8725

Fax
000-000-0000
Email
hudinquiries@fiscal.treasury.gov

Address
Assistant Secretary for Housing
***WE DO NOT ACCEPT MAILED APPLICATIONS***
Parkersburg, West Virginia 26101
United States

Learn more about this agency

Visit our careers page
Learn more about what it's like to work at Assistant Secretary for Housing-Federal Housing Commissioner, what the agency does, and about the types of careers this agency offers.

Next steps
To check the status of your application for this position, please follow these steps:

1. Login to your USAJOBS account, select the "Applications" tab section and click on the vacancy that you have already applied to.
2. Under "Application Status," click the "Additional Application Information" link and you will be taken to HUD’s CareerConnector website where you can check your application status.

The "Additional Application Information" link may not be available if your application status says "Unavailable." This indicates that your application is not complete. If the "Additional Application Information" link is not available and the vacancy is still open, you can click on the job announcement and the "Update Application" button to be taken back to the HUD CareerConnector portion of the application.

Please notify us if your contact information changes after the closing date of the announcement. Also, note that if you provide an email address that is inaccurate or if your mailbox is full or blocked (e.g., spam-blocker), you may not receive important communication that could affect your consideration for this position.

Fair & Transparent
The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy
The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.
Equal Employment Opportunity (EEO) for federal employees & job applicants

Reasonable Accommodation Policy
Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

Legal and regulatory guidance

Financial suitability
Social security number request
Privacy Act
Signature & False statements
Selective Service
New employee probationary period