

## **SAMPLE POSITION DESCRIPTION**

### **Supervisory Realty Specialist, GS-1170-14**

#### **Realty Advisor and Liaison 25%**

Provides expert advisory services to management, technical, and supervisory personnel at USDA and other government agencies regarding nationwide real property programs and facilities, and the development, acquisition, disposal, management, and use of real property assets. Provides advice, guidance, and liaison services for complex issues within a land management program (Federal or Indian-owned land); a realty program servicing the space needs of several agencies or a major agency segment; or a program providing guidance to other agencies, or state and local governments.

Advises on the resolution of critical or unusual problems for a broad range of complex, frequently long-term, realty projects in situations affecting agency-wide operations. Evaluates national programs and interprets policies and procedures. Guides the resolution of issues related to policy application or conflict. Prepares briefings on significant issues. Formulates and implements agency-wide policies and procedures with national or international impacts, such as those affecting acquisition, utilization, historic preservation, and disposal.

Coordinates major program functions within the agency and among other agencies and departments. Discusses proposed policies and technical issues in areas that lead to top management decision-making, and significantly influence USDA operations. Negotiates or resolves differing viewpoints and controversial issues.

Represents USDA's position and programs. Serves as primary liaison in discussions and conferences with top officials of other federal agencies; state, local, and foreign governments; private industry; and other groups or individuals. Resolves differing viewpoints. Organizes common enterprises. Ensures concerted action regarding significant matters.

Presents reports or briefings at professional conferences, meetings, hearings, and presentations.

Participates as a member of a team of experts that addresses realty and leasing issues across the country. Advises federal agencies that have real estate programs that are both local and national in scope.

Conducts troubleshooting on a diverse range of issues, projects, or concerns requiring an overview of the total operations at USDA with respect to resolving significant, controversial, and/or otherwise highly charged situations. Reviews and/or prepares highly technical reports and/or papers on important and extremely complex matters which influence not only the immediate work group, but have widespread impact in terms of current and/or future programs.

**Supervisory and/or Managerial Responsibilities 25%**

Supervises a group of employees performing work at the GS-13 level. Provides administrative and technical supervision necessary for accomplishing the work of the unit.

Performs the administrative and human resource management functions relative to the staff supervised. Establishes guidelines and performance expectations for staff members, which are clearly communicated through the formal employee performance management system. Observes workers' performance; demonstrates and conducts work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Reviews and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

The incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

**Program and Policy Advice and Guidance 15%**

Provides expert advice and guidance on broad projects and programs with national impact. Guidance requires extensive interpretation for many different and unrelated program processes and methods, such as interpretations of original legislative or judicial intent and advice on revisions to existing policies and programs to meet requirements. Recommends long-range program plans, goals, objective, and milestones, which serve as the basis for substantive changes in the organization and administration of programs affecting large numbers of people.

Consults with all levels of management, other federal agencies, and to foreign and commercial organizations. Establishes and maintains liaison with program directors and works closely with their representatives to ensure that concerns such as proper requirements definitions and adequate funding are met.

**Presentation of Findings and Recommendations 10%**

Researches, analyzes, and provides expert technical advice and assistance on complex program issues, such as issues or problems which impact substantive, mission-oriented programs. Recommendations may pertain to complex conclusions from evaluative studies; interrelated issues concerned with cross-cutting or conflicting goals; and

adherence to budget constraints as they relate to cost/benefit analysis. Recommendations impact long-range planning and implementation of program objectives.

#### **Correspondence Review 5%**

Analyzes communications on the most controversial, politically sensitive, complex or far reaching matters to assure conformance with executive policy. Gathers background information, ascertains various positions on issues raised, clarifies policy questions up and down the managerial chain. Prepares responses that are consistent with USDA policy and reflect the position of the Assistant Secretary for Administration or the Office of the Secretary.

#### **Program Assessment and Oversight 5%**

Analyzes and evaluates the administrative aspects of substantive, mission-oriented programs administered by key organizations within an agency. Develops new ways to resolve problems in meeting established goals, measures, and objectives for program effectiveness. Makes recommendations that often serve as the basis for new systems, legislation, regulations, or programs.

Develops long-range program plans, goals, objectives, and milestones for evaluating and measuring the effectiveness of major agency programs. Takes into account factors such as cost-effectiveness, attainment of program goals and objectives, and compliance with pertinent legal and regulatory guidelines.

#### **Manages Assets 5%**

Serves as a coordinator and representative for key management officials for major portfolio and asset related issues. Leads and/or participates in the review of program activities to identify problems and recommend corrective measures or alternative approaches for implementation by agency management officials. Interacts with other recognized technical experts within USDA to develop a coordinated approach to unique problems or areas in which USDA, other Federal agencies, or the private sector have previously not been involved or concerned. Leads and/or participates in studies of national and USDA significance or of outstanding importance to portfolio management.

#### **Disposal of Real Property 5%**

Directs or manages the disposal of property that affects the well-being of one or more large communities or regional real estate market areas in terms of impact or benefit, such as the environmental impact of water projects; or the impact of the disposal of large numbers of properties on the real estate market.

Considers the range of existing and new policies, procedures, laws, and regulations in relation to land program goals and objectives. Interprets and adapts related federal and state regulations. Develops new or unique approaches or methods for disposing of property. Resolves conflicts that new or changed realty practices and procedures may have with existing requirements.

Initiates projects or studies involving many different and unrelated processes, complex requirements, or multiple issues.

### **Research and Analysis Work 5%**

Provides authoritative guidance and leadership to programs impacting one or several major agency organizations. Plans, organizes, and carries through to completion analytical studies involving issues related to key agency programs. Studies are of such breadth and intensity that they often require input and assistance from subject-matter specialists in fields appropriate to the subject. The nature and scope of issues or problems to be studied are largely undefined. Develops new ways to measure program accomplishments, results, and effectiveness. Analytical assignments involve efforts to develop and implement broad changes. Assignments are usually without precedent, of long duration, and of such scope that they impact key agency activities.

### **Factor 1- 8 Knowledge Required by the Position**

The specialist uses a mastery of real estate principles, policies, and methodologies in property acquisition, management, and/or disposal. The specialist performs work involving complex issues within a land management program (Federal or Indian-owned land; a realty program servicing the space needs of one, but typically several agencies or a major segment thereof; or a program providing guidance to other agencies, State, and local governments on land or property acquisition or disposal, planning, or relocation of property-owners, tenants, or other affected parties.

Functioning as technical authorities, realty specialists apply new theories and standards to problems not susceptible to treatment by accepted and established realty practices and procedures. They use knowledge and skills to analyze and resolve conflicts in policy and program objectives and/or problems in very complex or controversial transactions involving complex negotiations.

### **Factor 2- 5 Supervisory Controls**

The supervisor provides only administrative direction in terms of broadly defined missions and/or functions. The employee plans, designs, and carries out projects. The supervisor considers the work technically authoritative and normally accepts results without significant change. Recommendations are evaluated in terms of broad program goals, impact on the real estate market in the area involved, or national priorities.

The supervisor reviews highly controversial and unprecedented leases and contracts for impact on policies and legal premises, and whether the processes and conclusions set precedents.

### **Factor 3- 5 Guidelines**

Guidelines are broad, nonspecific agency and Federal policies and basic legislation, which require extensive interpretation.

The employee is a recognized authority in his or her specialty and, as such, uses a high degree of originality and discretion in areas such as--interpreting and adapting (1) realty

and related Federal and State regulations such as those covering procurement, relocation rights, historic preservation, and taxes, or (2) agency objectives into specific procedures, plans, or programs; and/or evaluating realty programs and procedures for needed changes.

#### **Factor 4- 5 Complexity**

The work involves various duties, projects, or studies requiring many different and unrelated processes. Employees perform substantial depth of data analysis. The properties and spaces involved have a broad range of unusual or controversial characteristics that involve, for example, a lack of guidelines, precedents, policies, or relevant data; extensive coordination and negotiation with many different property owners or between Federal agencies, State, and local governments, citizens, or private property owners; extensive, detailed analysis, business types, or uses; or price/cost analysis to forecast costs for which no history or cost data exists; and/or innovative acquisition plans and procedures, negotiation strategies, and/or financial arrangement.

Employee must consider the range of existing and new policies, procedures, laws, and regulations in relation to realty program goals and objectives. He/she studies realty principles, concepts, and regulations to develop new or unique approaches or methods for acquiring, managing, or disposing of property or space. He/she must be aware of any conflicts that these new or changed realty practices and procedures may have with existing requirements.

Assignments require significant departures from established realty practices and procedures to reach agreement on terms of contracts, leases, or other authorizing documents; acquire, manage, or dispose of property in a manner that is most beneficial to the Government or provides the greatest public benefit; develop and implement new methods and analytical techniques that meet policy requirements and agency objectives; and/or recommend policy and procedural changes.

#### **Factor 5- 5 Scope and Effect**

The purpose of the work is either to resolve critical or unusual problems for a broad range of complex, frequently long-term projects, or, to isolate and defines issues or conditions, as is the case with major projects involving coordination with numerous Federal agencies and/or State and local governments which may have conflicting goals in a series of related exchanges or sales. It may also include developing standards and guidance for the improvement of agency, State or local government realty practices and methodology to meet unusual acquisition or management problems.

The results of acquisition, and/or property management projects affect the well being of regional real estate market areas in term of the impact of the acquisition on the real estate market.

#### **Factor 6- 3 Personal Contacts**

Contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not routine, the purpose and extent

of each is different, and they are identified and developed during the course of contact). Employees may also contact representatives from the news media, civic and public action groups, professional organizations, congressional committees, or State and local governments.

**Factor 7- 3 Purpose of Contacts**

Contacts are to influence, motivate, or question persons or groups to provide, accept, and abide by terms of complex contracts, leases, other authorizing documents, or agreements relating to such matters as relocation rights or use of surplus property; or an offer or selling price. At this level, the people contacted may be suspicious of the intent of questions or results of the recommendations, skeptical about trusting Government employees, or unwilling to provide information. The employee must have the skill to establish rapport with uncooperative contacts and significant persuasive or negotiating skills to deal with individuals and groups to obtain the desired effect, such as gaining property information or accepting value recommendations or reconciling highly divergent interests in the use and disposition of property.

**Factor 8- 1 Physical Demands**

The work is primarily performed while sitting. But, it may require bending, walking, standing while inspecting residences and office or storage space, or carrying light objects such as floor plans, sales or contract file folders, or computer reports.

**Factor 9- 1 Work Environment**

The work is usually performed in an office-like setting. However, there may be occasional exposure to the risks when the employee makes on-site inspections of properties, particularly undeveloped property or property under construction.

**SUPERVISORY FACTORS:**

**Factor 1- 4 Program Scope and Effect**

Directs a segment of a professional, highly technical, or complex administrative program which involves the development of major aspects of key agency administrative, regulatory, policy development or comparable, highly technical programs; or that includes major, highly technical operations at the Government's largest most complex installations. Impacts an agency's headquarters operations, several bureau-wide programs, or most of an agency's entire field establishment; or facilitates the agency's accomplishment of its primary mission or programs of national significance.

**Factor 2- 2 Organizational Setting**

The position is accountable to a position that is one reporting level below the first SES, or equivalent or higher level position in the direct supervisory chain.

**Factor 3- 2 Supervisory/Managerial Authority Exercised**

In addition to elementary supervisory authorities and responsibilities, this position plans and schedules ongoing production-oriented work on quarterly and annual basis, or direct assignments of similar duration. Adjusts staffing levels or work procedures within the

organizational unit(s) to accommodate resource allocation decisions made at higher echelons. Justifies the purchase of new equipment. Improves work methods and procedures used to produce work products. Oversees the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decides the methodologies to use in achieving work goals and objectives, and in determining other management strategies.

OR

Carries out at least three of the first four, and a total of six or more of the following ten supervisory authorities and responsibilities:

- Plans work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
- Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- Evaluates work performance of subordinates;
- Gives advice, counsel, or instruction to employees on both work and administrative matters.
- Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignments to such positions;
- Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- Effects minor disciplinary measures, such as warnings and reprimands, recommending other actions in more serious cases;
- Identifies developmental and training needs of employees, providing for and arranging for needed development and training;
- Finds ways to improve production or increase the quality of work directed;
- Develops performance standards.

#### **Factor 4A- 3 Nature of Contacts**

Contacts include those that take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up to date technical familiarity with complex subject matter. Frequent contacts are comparable to any of the following:

- High ranking military or civilian managers, supervisors, and technical staff at bureau and major organization levels of the agency; with agency headquarters administrative support staff; or with comparable personnel in other Federal agencies;
- Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
- Local officers of regional or national trade associations, public action groups, or professional organizations; and/or State and local government managers doing business with the agency.

**Factor 4B- 3 Purpose of Contacts**

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts at this level usually involve active participation in conferences, meetings, hearing, or presentations involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

**Factor 5- 8 Difficulty of Typical Work Directed**

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-13 or higher, or equivalent.

**Factor 6- 5 Other Conditions**

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of professional, technical, and managerial or administrative work comparable in difficulty to the GS-12 or above level. Supervision also involves major recommendations that have a direct and substantial effect on the organization and projects managed.