

SAMPLE JOB DESCRIPTION
MSC Chief, Real Estate Division
GS-1170-15

SUPERVISORY CONTROLS

Works under the general administrative direction of the Director of the Engineering and Technical Directorate. The Chief of Real Estate has broad delegated authority to accomplish the real estate mission within existing policy and regulatory requirements. Work is reviewed for fulfillment of program objectives, effect of advice and influence on the overall MSC programs, and broad program goals within availability of funds and other resources.

MAJOR DUTIES

As Chief, Real Estate Division, _____ Division, exercises overall responsibility for directing and managing the MSC real estate program, one of the primary missions of the Corps of Engineers. The real estate program includes appraisal, acquisition, management and disposal, and planning and control technical areas involving DA real property, military and civil, within the assigned geographic region. Decisions and recommendations may have significant impact on regional and local economies, and activities are often subject to political oversight by local, state, and federal elected officials. The employee provides advice and counsel to the Director and the MSC Commander on real estate issues and informs them of major policy matters and controversial or precedent setting issues.

1. Command and Control (XX%)

- . Serves as principal advisor to the MSC Commander concerning all real estate (RE) programs, activities, and issues.
- . Provides staff supervision, oversight and quality assurance of all MSC RE programs, activities, and missions to meet the requirements of the Army, Air Force, DOE and other serviced federal agencies in all or parts of _(#)_ States.
- . Based upon broad Army and HQUSACE policies and procedures, interprets agency objectives into MSC-specific procedures, policy, and plans for the MSC RE programs and ensures their consistent application throughout the MSC.
- . Provides leadership in the resolution of problems and issues which require MSC level, other state and federal agencies or HQUSACE consultation.

2. Regional Interface (XX%)

- . Provides regional interface on RE matters and activities with regional and national offices of other federal agencies (EPA, DOE, DOI-BLM, BurRec, BIA, DOAg, GSA);

non-federal regional entities; state and local governments; congressional committees and staff; the Army MACOMs and DA; and the Air Force MAJCOMs.

- . Oversees actions which concern multiple districts or MSCs. Provides MSC-wide management and coordination between districts concerning RE matters and activities; resolves conflicts between districts.
- . Participates in mobilization and emergency activities and exercises, planning and readiness.
- . Serves on Corps wide, interagency, and non-Federal task forces and committees, as needed.
- . Serves on special HQUSACE task forces, committees, and groups to develop initiatives to improve Corps-wide or MSC-wide effectiveness.
- . Assists and supports the MSC commander's Congressional testimony.
- . Provides MSC management of assigned military RE programs (HAP, Army Reserve and National Guard, DOD Recruiting Facilities, and BRAC RE disposal)

3. Program Management (XX%)

- . Plans and directs the RE programs including the specialized functional areas of Acquisition, Appraisal, Management and Disposal, Planning and Control, Base Closure, DOD executive agent programs for Homeowners Assistance and Recruiting, and other special projects or programs as appropriate.
- . Directs, coordinates, and assures implementation by districts through goals and objectives for district program segments.
- . Resolve conflicts in policy and program objectives and/or problems in very complex or controversial transactions using subordinate technical experts in real property acquisition, appraisal, management, and disposal who apply specialized knowledge of RE principles, policies, and methodologies, or other resources.
- . Develops, allocates and reprograms adequate funding and manpower requirements for MSC and district RE requirements. Participates in MSC budget development. Reviews and approves District current year and budget year programs to ensure realistic schedules are established for attaining established planning goals, taking into consideration the technical workload of the MSC, working conditions and criteria, funding and manpower requirements, and capability of performing the planned programs.
- . Monitors program execution of the districts and reports to HQUSACE on the progress of all programs.

- . Personally, or through subordinate staff, exercises specific authority delegated by DA and USACE to approve real estate transactions recommended for approval by District real estate offices. Determines authority to be redelegated to Districts, ensures compliance by the District with authority so delegated to them by the MSC, and revokes or modifies that authority, as appropriate. Reviews and recommends appropriate action on condemnations and other district actions being forwarded to higher authorities, including HAP and RAP appeals. Reviews and approves inleases, outgrants, deeds, and other RE documents within delegated authority.

- . Approves approach, recommendations and estates in military and Superfund Real Estate Planning Reports (REPRs) prepared by the District. Submits REPR to the customer for use in decision to acquire land and facilities. REPRs are subsequently used by the MACOM and HQDA for approval and validation of requirements prior to Congressional notification.

- . Manages and directs RE appraisal activities MSC-wide and approves all appraisals within delegated authority. Oversees district appraiser certification and training under Title XI of PL 101-73 and OMB Bulletin 92-06.

- . Manages and provides guidance and support to the Director of Programs Management on RE costs, schedules, activities, and issues.

- . Represents RE issues and serves as a member of Project Review Boards (all programs - civil, military, HTRW).

- . Examines and coordinates with Office of Counsel all disputes, claims, and litigation resulting from the use and occupancy of real property and recommends appropriate action.

4. Quality Assurance (XX%)

- . Reviews and approves RE portion of quality control plans and implementation of preauthorization and post-authorization reports submitted to the HQUSACE to insure compliance with laws, regulations, and delegations of authorities.

- . Review of selected district work products to insure application of sound RE principles, laws, and policy.

- . Monitors customer satisfaction with district RE products and activities

- . Participates in command inspections and issue resolution conferences

5. Supervisory (If evaluated by the GSSG must be at least 25%)

- . Supervises a workforce of approximately __ positions. Sets priorities and goals for completion of work. Assigns work to subordinates who are technical experts in their

designated program segment. These subordinates direct, coordinate and oversee the districts work in that program segment, based on priorities and goals.

- . Develops performance standards, evaluates performance of subordinates, and approves awards of \$_____ or less. Recommends higher cash awards. Gives advice, counsel, or instruction to individual employees on both work and administrative matters.
- . Interviews candidates for positions in the Directorate. Determines appointment, promotions, or reassignment involving such positions.
- . Hears and resolves complaints from employees. Refers group grievances and the more serious complaints not resolved to next level supervisor. Effects minor disciplinary measures such as warnings and reprimands. Recommends action in more serious cases.
- . Identifies developmental and training needs of employees. Provides or makes provision for such development and training.
- . Ensures the effective implementation of the equal employment opportunity and affirmative action programs.

Performs other duties as assigned.

*(Note: The following information is delivered in the factor evaluation format for clarity and presentation only. The actual job description for this position should be prepared in narrative format, and if evaluated using the GSSG, should include GSSG factor level content. This information was used in our discussions with OPM and DOD and is provided for your information and use as necessary. This position should **NOT** be graded using the GS-1170 or any other non-supervisory/managerial position classification standard.)*

Factor 1, Knowledge Required by the Position

Applies managerial and technical real estate knowledge and skills to coordinate and integrate a variety of real estate program segments with the other technical areas in DETS and Program Management to ensure MSC and/or DA/MACOM goals and objectives are achieved. Specifically the position must ensure the interlocking programs managed by the functional real estate technical experts complete their assigned functions and properly support the subordinate RE offices to ensure MSC-wide programs and goals are not adversely impacted. This coordination includes appraisal, acquisition, planning, control, management and disposal. Policy guidance is general and in new programs, such as Base Closure, is often lacking or rudimentary. The Director must evaluate prospective courses of action and develop alternatives for working with Local Sponsors, military Commanders, and sometimes adverse or competing interests. Requirements in key mission areas must be anticipated as far in advance as possible and, along with unforeseen workload, must be accomplished in an environment of changing monetary and human resources. A primary responsibility of the position is prioritizing workload, including unforeseen requirements, while considering resources and diverse customer requirements. The actions of the Real Estate Division are highly visible and subject to considerable public scrutiny

and Congressional interest. With large acquisition and property management and disposal programs, the position must continually provide appropriate guidance and review to ensure decisions and actions taken, and responses to Congressional and other inquiries, reflect approved policies of the Departments of the Army and Air Force and the Corps of Engineers.

Applies knowledges and skills such as:

- Knowledge and mastery of the most complex principles involving real estate acquisition and management and disposal transactions for major projects, or complex situations, and the ability to apply a variety of standard and nonstandard techniques, theories, and concepts. Transactions that are often long-term in scope or may represent increased risk to the Federal government may require the approval of the head of the agency, and/or appropriate Congressional committees, and/or exceed the district or MSC's delegated authorities; and are often precedent setting, controversial, or politically sensitive.
- Knowledge and mastery of how the various real estate program segments interact with the other technical elements of the COE, such as engineering, construction and civil works operations.
- Knowledge and mastery of how the various real estate program segments interact with DA/MACOM/installation programs.
- Knowledge of how the real estate program is affected by various state laws.
- Ability to analyze and review complex, controversial or problematic reports.
- Knowledge of real estate program goals, processes, operations and budgetary procedures and regulations to ensure reports and transactions meet real estate requirements, guidelines, and financial objectives.
- Knowledge of the goals, objectives, workforce composition, work methods, and functions of the MSC to determine if requests for funds and expenditures are proper, necessary, and timely.
- Skill in analytical reasoning, and ability to identify, and analyze real estate transactions and assemblies.
- Knowledge of real estate terms, documents, practices, principles, and procedures.
- Knowledge of Army and COE policies and regulations applicable to real estate transactions, and the ability to apply these.
- Ability to analyze and review complex, controversial or problematic reports.
- Knowledge of the legal complexities involved in a variety of real estate situations, including contractual law, encroachment/trespass, probate, trusts, landlord/tenant, subdivision, local

zoning ordinances, environmental, taking claims, claims arising under real estate documents, disposal, etc., to determine defensibility in litigation or other realty actions.

Factor 2, Supervisory Controls

Works under the general administrative direction of the Director of Engineering and Technical Services. The Chief of Real Estate has broad delegated authority to accomplish the real estate mission within existing policy and regulatory requirements. The employee provides advice and counsel to the Director and the MSC Commander on real estate issues and informs them of major policy matters and controversial or precedent setting issues. Work is reviewed for fulfillment of program objectives, effect of advice and influence on the overall MSC programs, and broad program goals within availability of funds and other resources.

Factor 3, Guidelines

The FPMR, Army Regulations and Engineer Regulations set out policy and procedure in general terms but are not state or case specific. Guidelines are broadly stated and nonspecific, e.g. broad policy and procedural statements and basic legislation that require extensive interpretations. Site specific operational, environmental, cultural and historical conditions must be taken into account and tailored to the specific action. The legal status of the persons or entities involved in the transaction must be developed. The MSC Chief RE must also take into account differing state real estate laws and requirements, such as recording and surveying requirements, and interpret agency objectives into MSC-specific procedures, policy, and plans for the MSC RE programs. In those controversial or precedent setting cases where the employee requests guidance or additional authorities, HQUSACE usually bases specific guidance on the MSC recommendation. New laws, i.e. housing for the homeless, BRAC, may require quick implementation.

The subordinate technical experts must use initiative, judgment and ingenuity in interpreting the intent of the guides and in applying them to specific areas of work. The subordinate technical experts are recognized as technical authorities in the development and interpretation of guidelines and serve on Corps wide, interagency, and non-Federal task forces and committees and teach USACE PROSPECT courses in their area.

Factor 4, Complexity

The real estate program is composed of several separate and distinct program segments: acquisition, management, disposal, planning, control, appraisal, HAP, and BRAC. Each program segment has its own authorities, delegations, stovepipe, regulations and requirements and is managed by a subordinate technical expert in the designated program segment. The work consists of broad functions and processes covering these several segments of the real estate program as they interact with the other technical programs in the MSC, with MACOM/installation programs and with other agencies, including Air Force.

Factor 5, Scope and Effect

The position is responsible for all realty services required to support projects and programs of -#- Districts, Army MACOMS, Air Force MAJCOMS, and other governmental agencies within a -#--State geographical area. The MSC is in effect a regional arm of the HQ and oversight is essential to the overall mission of the Corps of Engineers. Work covers the full range of technical real estate activities related to planning, appraisal, acquisition and property management. Military and Work for Others requirements support -#- Army and Air Force installations, all DOD uniformed Recruiting Command activities in the assigned area, other Major Commands, and other governmental agencies including the Department of Energy (DOE), the Environmental Protection Agency (EPA), [list any MSC specific such as Miss. River Commission or International Boundary Watershed Commission (IBWC)], and the Coast Guard. Major programs include Hazardous, Toxic and Radiological Waste (HTRW), Base Realignment and Closure (BRAC), Homeowners Assistance Program (HAP), and Local Cooperation Civil Works Projects. Property management and outgrants encompass approximately -#- million acres at military facilities and Civil Works projects with -##- outleases of Government property, including -#- marina operations; or acquisition activities, including -##- recruiting leases, and approximately --- acres acquired.....

Factor 6, Personal Contacts

The position has contacts with MSC and District commanders and SES, HQUSACE staff, other Commanding Generals, Installation Commanders, regional and national officials of other federal agencies (DOJ, EPA, DOE, DOI-BLM, BurRec, BIA, DOAg, GSA, IBWC); non-federal regional entities; congressional and committee staff; Army MACOMs and DA staff; and the Air Force MAJCOMs staff; state, county, and municipal officials, and officers of private corporations.

Factor 7, Purpose of Contacts

The purpose of these contacts is to justify, defend, negotiate, or settle matters involving significant or controversial issues. The districts are generally delegated authority to resolve other issues. The work frequently involves active participation in conferences, meetings, hearings, or presentations involving real estate problems or issues of considerable consequence or importance on military installations and civil projects for the Corps of Engineers, other Commands, and other Governmental agencies' Real Estate programs. Issues and projects often generate considerable Command, state and local public agency, and Congressional interest, such as the Districts' civil works flood control projects; hazardous toxic and radiological waste remediation on military bases and on privately owned former Defense sites; homeowners assistance for hundreds of military and civilian families; the development and implementation of disposal plans for unique base closure or industrial locations; and administration of marina leases serving the recreating public. Decisions and recommendations may have significant impact on regional and local economies.

Factor 8. Physical Demands

The work is predominately sedentary, although there may be occasion to do field work.

Factor 9. Work Environment

Most of the work is performed in an office. However, the incumbent performs some work in the field, including rough, hilly terrain. Travel may be involved.