

Tab A

CLASSIFICATION/POSITION MANAGEMENT GUIDANCE

USACE Realty Specialists At Major Support Commands

1. References:

- a. Memorandum, CEHR-E, dated 16 January 2001, SUBJECT: U.S. Army Corps of Engineers Position Classification Review.
- b. Classification Case Listing: South Pacific Division: Realty Specialist, GS-1170-14.
- c. USOPM PCS Realty Series, GS-1170, Aug 1993

2. Background Information:

a. The U.S. Army Corps of Engineers Inspector General (EIG) conducted an in-depth classification review of 205 positions throughout USACE. The U.S. Army Civilian Personnel Evaluation Agency (CPEA) conducted a follow-up review of some of the same positions (reference a). These reviews resulted in inconsistent grade levels of Realty Specialists and Appraisers among MSCs. As a result of these inconsistencies, Headquarters initiated a review to determine the cause.

b. Position descriptions were reviewed for all GS-14 MSC Realty Specialists covered by this guidance. Questionnaires were sent to each MSC to gain additional information. The questionnaires focused on Factor 2, Supervisory Controls, and Factor 3, Guidelines.

3. Series and Title Determination:

These positions manage one or more realty functions for an MSC, to include Maintenance & Disposal and/or Acquisition. Duties performed include planning and developing Division program requirements and providing guidance and advice to subordinate districts. The position is responsible for exercising program responsibility for the acquisition of real property through various methods and processes including: purchase; condemnation; exchange; interdepartmental agreements; and other means such as gifts, donations, acts of Congress; or for use of property through leases, easements, consignment, licenses or permits. The position requires the exercise of knowledge of real estate laws, principles, practices, policies, procedures and markets. Realty Specialist is the appropriate title for positions primarily responsible for performing nonsupervisory work in the acquisition, management, and/or disposal of real property.

4. Grade Determination:

MSC Realty Specialist positions are properly classified using reference (c). All nine factors are addressed in the discussion below. An in-depth analysis is provided for Factor 2, Supervisory Controls, and Factor 3, Guidelines, as Levels 2-5 and 3-5 are required to support a GS-14.

Factor 1 - Knowledge Required by the Position

Level 1-8, 1550 points

This position requires mastery of real estate principles, policies and methodologies in property acquisition. Program direction and advice is provided to subordinate district elements in conducting operations within a large, multi-state region which involves complex issues. The incumbent of the position functions as the technical authority for the MSC Real Estate program managed.

Factor 2 - Supervisory Controls

Level 2-5, 650 points

This position is assigned program management responsibility, with the authority to independently assess program requirements and provide staff oversight of subordinate district realty programs. This level of responsibility meets level 2-5 of reference (c), at which the employee plans, designs and carries out major projects and studies, or major portions of realty programs. Due to the vast and varied nature of most MSCs, the incumbent's supervisor, normally the Chief of Real Estate, considers the work technically authoritative and normally accepts results without significant change. The supervisor reviews highly controversial and precedent-setting leases and contracts for their impact on policies.

The level of independence of this position exceeds factor level 2-4. At level 2-4, the supervisor sets the overall objectives and resources available. The incumbent keeps the supervisor informed of progress and potentially controversial matters. The supervisor reviews the work for feasibility, compatibility with other realty projects, and effectiveness in meeting program goals. As a Program Manager, the incumbent is responsible, at the MSC staff level, for assuring the accomplishment of program goals and objectives as performed by the subordinate districts. The level of independence meets level 2-5.

Factor 3: Guidelines

Level 3-5, 650 points

Level 3-4 describes guidelines, which typically include agency policies and precedents, accepted real estate principles and practices, and laws that provide a general outline of the concepts, methods, legal requirements and goals of real estate programs. These guidelines are of limited use, and require the employee to use initiative and ingenuity to deviate from accepted practices and devise innovative approaches to particular issues.

Level 3-5 describes broad nonspecific policies and basic legislation requiring extensive employee interpretation, judgment and ingenuity. Employees at this level are frequently recognized as authorities in one or more specific areas of realty work and use a high degree of originality and discretion. They interpret and adapt realty and related federal and state regulations, or agency objectives into specific procedures, plans or programs.

As the program manager of a MSC real estate program, this position may meet the criteria described in level 3-5. Incumbent is responsible for developing specific procedures, plans or programs for subordinate districts' implementation of higher-level policies and regulatory requirements in related realty functions. As Real Estate laws vary significantly between states, the incumbent is required to use a high degree of originality and discretion to interpret realty and related Federal and State regulations to provide guidance to subordinate districts which cover a large, multi-state, multi-use area.

Factor 4: Complexity

Level 4-5 325 points

Work involves a wide range of difficult and complex problems in different markets requiring the application of different processes and methods involving realty issues and actions as related to various agency and state policies and regulations. Properties and spaces involved have a broad range of unusual or controversial characteristics. Incumbent must consider the range of existing and new policies, procedures, laws and regulations in relation to realty program goals and objectives.

Factor 5: Scope and Effect

Level 5-5 325 points

The purpose of the work is to manage one or more functional areas of the MSC realty program. Projects regularly involve coordination with numerous federal agencies and/or state and local governments. These may have conflicting goals in a series of related exchanges or sales.

The work affects the well being of states and communities within the MSC, and often impacts on concerns agency-wide, such as dealing with Project Cooperation Agreements and work for others programs often having nationwide interests.

Factors 6/7: Personal Contacts/Purpose of Contacts

Level 3-c 180 points

Contacts are frequently with individuals within and outside the agency. These include other federal agencies, such as Dept of Justice, state, local and congressional representatives, and private sector business contacts. The purpose of the contacts is to promote the acquisition business process by providing coordination between the division/district and serviced activities and to influence and motivate others in accepting Corps policies and real property acquisition requirements, processes and procedures or to resolve disputes, disagreements, or issues.

Factor 8: Physical Contacts

Level 8-1 5 points

Work is primarily sedentary.

Factor 9: Work Environment:

Level 9-1 5 points

Work is primarily performed in an office setting, with occasional fieldwork.

Total Points: 3690

Final Grade: GS-14 (3605-4050)