

POSITION CLASSIFICATION STANDARD FOR REALTY SERIES, GS 1170

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SERIES DEFINITION

This series includes positions the primary duties of which are to perform, advise on, plan, or direct one or more of the following functions: (1) acquisition of real property; (2) management of real property in (a) the administration of Federally owned, Indian-owned, leased, or consigned space or property, or (b) preparation for disposal; or (3) disposal of real property. The work requires a knowledge of real estate laws, principles, practices, and markets.

This standard will supersede the standard for the Realty Series, GS-1170, issued in June 1971.

EXCLUSIONS

1. Classify positions concerned with appraising real property, but not concerned with other realty functions such as the acquisition, management, or disposal of real property to the [Appraising Series, GS-1171](#). However, positions concerned with appraising in conjunction with any of the realty functions should be classified to the Realty Series.
2. Classify positions primarily concerned with the procurement of goods or services *other than* real estate that involve professional knowledge of contracting rules and regulations and of business and industry practices to the [Contracting Series, GS-1102](#).
3. Classify positions primarily concerned with the administration of contract provisions relating to the control of Government property in the possession of contractors, including, at times, real property to the [Industrial Property Management Series, GS-1103](#).
4. Classify positions primarily concerned with the review of requirements or specifications for work spaces and the design of work spaces requiring a knowledge of work processes, layout, space or interior planning and design principles, to series such as the [Interior Design Series, GS-1008](#).
5. Classify positions primarily concerned with the management or oversight of the management of housing projects, family-type housing, temporary quarters, and other accommodations to the [Housing Management Series, GS-1173](#).
6. Classify positions primarily concerned with the management and operation of public buildings and other facilities; and the analysis of the use of space or space requirements done in the context of managing the operation and maintenance of those facilities when the paramount requirement is knowledge of construction, maintenance, and administration of publicly owned or leased buildings to the [Building Management Series, GS-1176](#).

7. Classify positions concerned with obtaining funding for projects; maintaining property records, accounts, reports, and documents; or providing technical support to a real property function that does not require substantial knowledge of realty principles and practices to the appropriate series in such occupational groups as the [General Administrative, Clerical, and Office Services Group, GS-0300](#); or the [Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, GS-0500](#).
8. Classify positions primarily concerned with the examination of legal instruments and supporting documents, other than claims, to determine whether a requested action complies with certain provisions of various laws and that require the application of particular regulatory and procedural knowledge that is based on those laws to the [Land Law Examining Series, GS-0965](#).

NOTE: For editorial ease, the phrases "property" and "real property," as they are used throughout this standard, generally refer to land, and/or building space, as well as to property such as buildings, and other structures and facilities.

OCCUPATIONAL INFORMATION

This series covers positions in field and headquarters level offices that are responsible for either acquiring, managing, and/or disposing of real property for use in achieving their own agency mission(s), those of other agencies, both within and outside of the United States, or on behalf of various North American Indian tribes. It also covers positions responsible for managing and disposing of real property acquired by the Federal Government under various loan insurance programs.

Realty specialists acquire, manage, and dispose of property in conjunction with public lands programs and/or water projects; or for use as general office, special purpose (e.g., lab, military, depot storage, or factory), or general purpose storage space. They also dispose of property acquired when borrowers default on Federally insured loans or obtained as a result of litigation or police action, and make surplus real property available for certain public benefit uses including shelter for the homeless.

Realty specialists may advise and guide State and local governments, including jurisdictions subject to Federal oversight, and/or other Federal agencies on various aspects of realty work; such as the acquisition, use, or disposal of property; the displacement and relocation of property owners, business operations, and/or tenants; highway beautification and the passage of State legislation and their interaction with Federal laws and regulations.

Acquisition, management, and disposal are described separately. However, many realty specialists perform work involving a combination of these functional areas and are responsible for all realty actions for their assigned properties, from the beginning of the acquisition process through disposal. Others are only involved with aspects of acquiring, or managing and/or disposing of properties.

Some realty specialists perform work related to long- and short-range planning. This includes, for example, identifying long-range property needs, analyzing alternative strategies for meeting those needs, and recommending appropriate methods of acquisition. It may also include developing comprehensive plans for major acquisitions for client agencies, insuring that sufficient right-of-way is being acquired for projects, determining administrative costs associated with acquisitions, and/or insuring that budget allocations are available when needed and time schedules are set up to integrate the various work phases of projects.

In some cases, realty specialists perform work related to planning that may include coordinating the preparation of technical planning documents and reports, real estate maps, and/or legal descriptions of land; and/or developing detailed scope of work statements explaining procedural and specific delivery requirements for use in contracting for goods and services. Some realty specialists also have an oversight responsibility for projects that may include, for example, preparing status reports for higher level employees, client or other agencies; or conducting audits of real estate transactions to insure the integrity of data and conformance with legal and regulatory requirements.

Realty work involves residential, commercial, industrial, special purpose, or rural property, and undeveloped, forest, or timberland. The land may have mineral, timber, grazing, air, or water rights associated with it.

Real estate transactions typically fall within the Federal Acquisition Regulations, and must comply with Federal regulations and legislation relating to matters such as:

- hazardous wastes, air and water quality, and other environmental concerns (e.g., sick building syndrome, radon, and asbestos);
- fire safety;
- historic preservation and archeological resources;
- endangered or threatened species of plant life and wildlife;
- handicap accessibility;
- wetlands protections;
- management of flood plains and/or coastal zones;

- relocation of displaced tenants and property owners; and
- competitive procurement and sole source selection processes.

In foreign countries, transactions are also subject to the laws, regulations, and practices of host countries and pertinent international agreements.

Many contracts, leases, and other authorizing documents must now include extensive clauses outlining the terms and conditions related to these issues. Negotiations become complex because of the need to understand, explain, and get compliance with all of those requirements. Analysis and negotiations can also be complicated by continual changes in financial markets as more innovative methods of financing transactions are devised which may impact the market value of property.

Realty work can be divided into three major functional areas: acquisition, management, and disposal of real property.

Acquisition

Ownership rights to real property can be acquired in a variety of ways such as:

- through direct purchase or condemnation;
- as an exchange of land and/or property;
- through a withdrawal from public domain land;
- through interdepartmental transfers and/or agreements; and/or
- through other devices such as a will, gift, donation, decree, or act of Congress.

A lesser interest in property can be acquired through such authorizing documents as leases, or by obtaining easements, rights-of-way, consignments, licenses, or permits. Property rights can be transferred between agencies through memoranda of understanding, letters of transfer, or other agreements; or by having space assigned by the General Services Administration (GSA), the Department of the Army Corps of Engineers, or other agencies.

Realty specialists identify or assist the clients they service in developing and refining their needs or the needs of the program(s) their clients are administering. They identify sites or space that meet those needs and are consistent with Federal regulations for acquisition of real property; and then translate the requirements into procurement specifications that serve as the basis of leases and other contractual documents. They obtain title evidence or related information to determine proper ownership of the properties, and identify any unusual circumstances related to that title or ownership. In some cases, they resolve, or oversee the resolution of problems related to those circumstances.

Realty specialists may informally estimate the value of subject properties themselves, but for most purposes they obtain official appraisals from agency or fee appraisers. They negotiate or renegotiate the terms and conditions of acquisitions. They often determine and describe the expected condition or build-out (placement of permanent and temporary walls, fixed equipment, etc.) of the property or space at the time of delivery to the user, and may fully design the space to fit the users requirements. They may also make inspections to determine that work conforms to specifications and terms of agreements.

Realty specialists may also prepare and execute, or secure the execution of, the appropriate documents or instruments to complete the acquisition. Realty specialists approve actions within their delegated authority or prepare them for submission to higher level officials, to other designated organizations, to tribal officials, and, at times, to congressional subcommittees.

Some realty specialists provide advice, develop guidance, and/or oversee other agencies and/or State and local governments in conjunction with a variety of programs. These programs include, for example, programs relating to the displacement and relocation of individuals and businesses as a result of Federally assisted projects; rights-of-way acquisition for Federally aided highway projects, and highway beautification programs.

Property Management

Realty specialists manage real property that is Federally owned, owned by certain Indian tribes or tribal members, leased or held, or acquired through default of Federally insured loans or through other Federal programs. For properties obtained through loan defaults, realty specialists are generally responsible for determining the extent, nature, and cost-effectiveness of maintenance or repair necessary to enhance the marketability of a single-family and/or multi-family properties; procuring for the repairs or maintenance; or, at times, recommending disposal of properties. This may be done by the specialists themselves or by contract agents or real estate brokers whose work is reviewed by realty specialists.

Realty specialists grant easements; or issue leases, licenses, and/or permits for a variety of uses, both public and private. This may be land or space not in use by the agency, such as grassy portions of land in buffer areas surrounding air strips or flood plains of water projects made available for agricultural uses or grazing. Leasing agreements may be a source of revenue to the agency or may reduce agency costs for maintenance of those areas. Easements, leases, permits, or other agreements may be issued, for example, to other government entities, or to businesses to provide services to the agency employees within the property boundaries, or to provide recreational activities, concessions, or other services to the public, e.g., utility companies interested in running utility lines across an agency's property. Realty specialists may also identify unauthorized use of Federally controlled space or property (i.e., land, property, or space that is owned, leased, consigned, etc. by the Federal Government) and resolve problems resulting from encroachments and trespass onto Federal property or by Federal agencies onto other property, including referring disputes for court actions.

Realty specialists conduct inventories, utilization surveys, and/or compliance inspections, typically to classify space or property and/or to confirm how it is being used. Within defaulted

loan programs, the inspections may also be part of evaluating the performance of contractors and/or property managers. They analyze agency long- and short-range needs against available space to identify shortages and excess property, or evaluate additional or alternative space or property requirements, determine the best use of space to meet user needs, and recommend allocation and configuration changes. They ensure that space or property and/or property owners and tenants are in compliance with the lease specifications, environmental or regulatory requirements, other contractual terms and conditions; and/or is consistent with agency missions and policies. They arrange for modifications to address changes in agency mission or needs, and/or to provide services. Realty specialists resolve problems with facilities involving property owners' or tenants' responsibilities, or such matters as encroachment or trespassing, and renegotiate existing leases. They may maintain records of this space, in terms of amount, type, and value, and prepare documents to satisfy various reporting requirements.

Disposal

Real property may become available for disposal, for example, because it is no longer needed, owners default on Government insured loans, or leases expire; or as a result of police activity or litigation. It can be disposed of in a variety of ways, such as:

- by termination, expiration or direct sale of leases or agreements;
- through direct sale;
- as a public benefit conveyance;
- in exchange for land and/or property;
- through revocation of a withdrawal from public domain land;
- through interdepartmental transfers;
- by return of consigned space to its owner;
- through agreement with nonprofit organizations for use in providing shelter for the homeless;
or
- by act of Congress.

Realty specialists may be responsible for coordinating or overseeing the relocation of affected parties. They may be responsible for insuring that property is in a condition that complies with the terms of leases or other authorizing documents at the time it is vacated, and for negotiating appropriate settlements. When lease termination is not contractually permissible but necessary, realty specialists may negotiate lease buy-outs, initiate rental reductions, or use other alternatives such as sub-leasing.

Impact of Automation

The use of computers and automated systems supplements or replaces time-consuming tasks typically associated with realty work. Realty specialists must have the knowledge to use and apply one or more automated systems. However, in this occupation, knowledge of automated systems is not grade-controlling, but is ancillary to the primary requirement for knowledge of real estate principles, practices, techniques, and methodologies.

TITLES AND SPECIALIZATIONS

Realty Specialist is the prescribed title for positions primarily responsible for performing nonsupervisory work in the acquisition, management, and/or disposal of real property.

Supervisory Realty Specialist is the prescribed title for positions that meet or exceed the criteria for evaluation as a supervisor in the [General Schedule Supervisory Guide](#). Supervisory realty specialists, however, do not have responsibility for organizing, directing, or managing overall realty programs.

Realty Officer is the prescribed title for positions that are responsible for planning, organizing, and directing an overall realty program for a governmental organization, organizational segment, or other unit; subject only, at the local level, to administrative supervision and control. (Policy and technical guidance may be provided by a higher organizational entity.)

Guidance relating to the use of parenthetical titles can be found in the [Introduction to the Position Classification Standards](#).

EVALUATING POSITIONS

Evaluate positions using the factor level descriptions and assigned point levels in this standard. Use the [Primary Standard](#) and related FES standards to assist in evaluating positions that may warrant higher or lower factor levels than those described. See [The Classifier's Handbook](#) and the [Introduction to the Position Classification Standards](#) for more information.

This standard does not try to describe every possible combination of work in realty positions nor to include illustrations of every type of realty work at each level. The criteria include illustrations that characterize work at the appropriate factor level, but which, by themselves, do not totally represent whole jobs.

Apply the [General Schedule Supervisory Guide](#) to positions that meet the criteria for coverage by the guide.

GRADE CONVERSION TABLE

Total points on all evaluation factors are converted to GS/GM grades as follows:

GS Grade	Point Range
9	1855-2100
10	2105-2350
11	2355-2750
12	2755-3150
13	3155-3600
14	3605-4050

FACTOR LEVEL DESCRIPTIONS

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6 -- 950 points

The specialist applies knowledge of commonly applied real estate principles, rules, regulations, and practices; and a general understanding of real estate markets to--

- acquire land and/or structures, or space involving common or familiar uses with standard or no encumbrances, little or no environmental impact or controversial issues;
- manage Federally controlled or Indian-owned property or space, involving common or familiar uses, limited changes in client needs, and routine contractual problems to resolve;
- dispose of Federally controlled property or property obtained through foreclosure in prescribed geographic areas with few environmental concerns and a large local real estate market in which the sale will have little economic impact; and/or

- develop long- and short-range plans for and/or oversees transactions in a moderate geographic area (e.g., a small to medium metropolitan area, or one or two states that comprise a portion of a region), with a limited Federal population, standard and/or stable housing needs, and routine alternatives for satisfying those needs; and few or no encumbrances, environmental issues, or other complicating factors.

Employees may apply one or more of the following:

- Knowledge of commonly used contracting rules, regulations, and procedures to (1) obtain routine goods and/or services from people such as real estate brokers, property management agents, architects, engineers, construction contractors, or appraisers; or, (2) acquire interests in or dispose of properties with limited complicating factors.
- General knowledge and understanding of agency, State, and local government procedures and appropriate statutes and policies, for example, to determine special requirements relating to routine transactions; determine the need for and cost of standard modifications to a property or space prior to acquisition or disposal; authorize the use of Federal land by other individuals, businesses or municipalities for routine purposes; provide advice or assistance on routine relocation issues; or renegotiate the terms of routine leases with cooperative property owners.
- Limited knowledge of appraisal principles and practices to informally estimate value of property, typically using the market data approach where there are numerous comparable properties, easily resolved questions of ownership, and few or no encumbrances.
- Knowledge of standard space management practices and techniques to assist agencies or clients in developing (1) space requirements or (2) layouts, designs, and timetables for build-out of space with limited special needs.
- Basic knowledge of environmental laws and regulations to determine, for example, the appropriateness of alternative uses of land or property in light of the presence of hazardous waste materials, the need to and cost of eliminating routine types of hazardous wastes from a site and the impact that might have on the cost-effectiveness of acquisition and/or disposal projects.
- General knowledge of standard commercial or residential construction, maintenance, and repair practices to assess the reasonableness of cost for routine construction, rehabilitation, and repairs, or to evaluate routine work performed by management brokers and property management agents. It is used also in determining the extent of repairs needed in a defaulted residential property and negotiating contracts for services available through numerous sources.

- Knowledge of standard building management practices and techniques to--
 - determine (1) the adequacy of environmental control systems such as air, electrical, heating, and fire prevention; (2) the cost of operating a building; (3) the feasibility of providing services requested by the client agency; and (4) compliance with regulations such as those relating to proximity to flood plains, historic preservation, asbestos removal, radon testing, lead-based paint abatement, and other environmental issues;
 - develop factors for comparing buildings and facilities; and
 - negotiate terms of leases.
- Familiarity with land surveying techniques, legal aspects of land descriptions, and drafting, for example, to--
 - interpret engineering drawings and illustrations; and/or
 - prepare legal descriptions of property and oversee the preparation of basic maps.

Illustration of Acquisition Work:

- The specialist obtains leased space with standard requirements for one or two agencies or activities in a highly commercial urban or suburban area with few complicating factors. The employee--
 - consults with the client agency(ies) to establish routine space needs;
 - uses well-defined procedures to conduct standard market surveys where information is readily available and market participants are cooperative;
 - verifies property ownerships where titles are usually clear;
 - conducts routine negotiations with willing individual or small corporate property owners;
 - designs and arranges for routine build-outs; and
 - resolves routine relocation issues.

Illustration of Management Work:

- The specialist conducts inventories, assignment and utilization surveys, and/or compliance inspections of and classifies office and/or warehouse space in a leased or Federally owned facility occupied by a small agency with few space need changes and few special needs requirements. The employee suggests alternative uses of space which would not

involve costs in excess of the benefit gained by the realignment. Reports are submitted on the results of the inventories, surveys, or inspections, including excess space or facilities, to the next higher organizational levels within the client agency or to other servicing agencies such as the General Services Administration.

Illustration of Disposal Work:

- The specialist prepares advertising using well-established marketing procedures to announce the availability of foreclosed single-family residences for bid by prospective buyers. The specialist also conducts market surveys for higher grade realty specialists for single-family properties in areas with easily located comparables, limited incidents of defaulting, and a stable or rising housing market.

Level 1-7 -- 1250 points

The specialist applies knowledge of a wide range of real estate principles, concepts, and practices as well as a good understanding of the real estate market to perform work such as,

- acquiring property or space, or providing guidance to other agencies, or State and local governments on such matters as the acquisition of property or space, relocation of employees, tenants, and/or property owners, or land use constraints, in situations involving a combination of complicating factors such as unusual and diverse uses; a wide range of acquisition methods; incomplete, inaccurate, or conflicting ownership information; numerous or unusual encumbrances on titles, few comparable properties, clients with unusual, extensive, or rapidly changing needs; a need to exercise eminent domain procedures; difficult negotiations, and/or unfamiliar State or local governments;
- managing Federally controlled or Indian-owned property when that includes, for example--
 - leasing space to individuals or organizations providing services to tenants that require unusual or extensive special needs;
 - leasing or authorizing the use of unused Federal land to individuals or organizations for commercial, recreational or various other purposes after ascertaining that the proposed use is compatible with and/or facilitates the client agency's mission;
 - conducting extensive inventories, utilization surveys, or compliance inspections of Federally controlled or Indian-owned space or property, in some cases involving multiple client agencies; and/or
 - managing forests located on civil works projects which may involve conducting forest inventories, identifying stands of trees, interpreting data and developing long-range plans that meet the needs of multiple uses for the project, e.g., recreational, wildlife habitat, noise abatement, target practice, erosion control, or scenic value.

- disposing of Federally owned property or property obtained through foreclosure of defaulted insured loans that may involve numerous environmental concerns, limited or unstable markets, unusual security problems, numerous public conveyance, extensive damages that make the property difficult to sell, and/or significant economic impact on local real estate markets.
- developing long- and short-range plans for, and/or overseeing substantial geographic areas (e.g., a large metropolitan area or several states that comprise a small region or a major portion of a larger region) with an extensive Federal population; typically, a broad range of transactions; large inventories of Federally controlled property with multiple tenants; extensive or unusual historic preservation or environmental issues; and a wide range of variables such as cost, methods of financing available, integration of the phases of multiple projects, and compatibility of projects with local development plans.

Employees may also apply one or more of the following:

- In-depth knowledge of agency and/or tribal policies and procedures, and applicable Federal statutes, for example, to:
 - negotiate the terms and conditions of complex leases or similar types of agreements or authorizing documents for different types of properties; or
 - evaluate requests for permission to harvest timber from a portion of public land, a military installation, or reservoir project for impact on recreational uses prescribed by public land laws.
- Knowledge of laws, agreements, customs, and regulations relating to real estate in one or more foreign countries, for example, to:
 - avoid making commitments inadvertently in situations where oral commitments are more binding than in most Federal realty transaction; or
 - negotiate acquisitions and disposals that achieve the greatest benefit to the Federal Government.
- Knowledge of a range of contracting rules, regulations, and procedures relating to the acquisition of goods and services, including construction of new buildings; and the acquisition of real property typical of the properties described at this level.

Illustrations of Acquisition Work:

- The specialist acquires an interest (purchase, lease, right-of-way, easement, or other agreement) in land scattered over several states for use as the right-of-way for large water projects or several smaller projects. Property owners are a mixture of individual homeowners, farmers, large agribusinesses and other corporations, some of whom may

hold mineral or water rights. There is significant opposition to the proposed project, and/or reluctance to deal with the Federal Government. At times, it is necessary to take the land through the exercise of eminent domain. Some acquisitions also involve negotiating with or providing advice and assistance to property-owners, tenants, or other affected parties concerning their entitlements as a result of being relocated which may be complicated by a scarcity of replacement properties.

- The specialist negotiates leases to house multiple agencies with complex space requirements such as space for extensive computer equipment, sound-proof interrogation rooms, or courtrooms with high security needs. The organizations being serviced have fluctuating requirements in terms of numbers of employees, mission, or internal organization which results in the need for frequent space realignments. The assignment requires extensive coordination in determining each group's actual space needs and the best use of the space to address all those needs, and may require extensive, detailed market surveys and analysis. Most negotiations are complicated by the market conditions, the extent of experience of the parties involved in the negotiations, the diversity of space requirements, the amount and kind of data being analyzed in arriving at an acceptable rent, and the extent of clauses and conditions that must be explained and agreed upon in a Government lease or other authorizing documents.

Illustrations of Management Work:

- The specialist serves as agent for multiple agencies, or a major portion of a large agency, resolving problems covered within the terms of leases or other authorizing documents. The problems being addressed include conditions such as equipment malfunctions (e.g., elevators, heating or air conditioning system), building maintenance, building security, modifications in rental rates, or unanticipated changes in space needs. This involves:
 - negotiating the meaning of terms in the lease or other authorizing documents to determine responsibility for resolving problems;
 - assisting client agencies in reassigning needs and developing requests for various types of space;
 - determining appropriate classifications of space and implementing funding procedures, arranging for alternative space to meet changes in client agencies' mission requirements; and/or

- planning and preparing for alternatives as a lease approaches its termination date or renegotiating a lease prior to the termination date which may involve resolving difficult logistical problems.
- The specialist analyzes requests for space or services for Federally controlled or Indian-owned property. The requests, including some for various kinds of concessions, services, public parks, recreation programs, fish and wildlife initiatives, are initiated by the client agency(ies), other individuals or organizations, or the realty specialist. This may involve, but is not limited to:
- determining the compatibility of proposed uses with the agency mission;
 - negotiating prices which require complex market surveys and analyses because of the type and mix of uses proposed;
 - negotiating terms and conditions in authorizing documents to determine responsibility for resolving conflicts or problems;
 - developing unusual and/or creative plans for compensating property owners that may involve combinations of monetary compensation and services, supplies, or benefits on other sites;
 - coordinating and implementing space changes impacting multiple agencies with diverse special needs; and/or
 - resolving any lease-related problems that may arise with property owners or leases.

Illustrations of Disposal Work:

- The specialist disposes of an inventory of defaulted residential properties, typically single-family, located in a large geographic area with generally limited incidence of defaulting. Dispersed throughout the area are pockets of smaller geographic areas with a high rate of defaults. The work typically involves the realty specialist in--
- assessing the value or overseeing the work of contract brokers or agents who assess the value of the defaulted properties;
 - developing market strategies and advertising programs to locate prospective buyers;
 - obtaining the highest possible prices at the least cost without adversely affecting the economy in the region involved;
 - preparing conveyance documents, and coordinating and negotiating with mortgage companies concerning titles which are not clear, involve numerous or unusual encumbrances, or similar problems relating to ownership; and/or

- dealing with irate buyers on questions or misunderstandings about liability for damages occurring shortly after settlement on properties sold on an "as is" basis.
- The specialist solicits, reviews, and responds to applications from nonprofit health organizations or groups serving the homeless. The purpose is to establish their eligibility to use surplus Federally owned property. This includes both land and/or buildings when the properties are to be used for housing or storing materials used in housing the homeless. Negotiations may be difficult because the property is not given to the grantee, but is only made available for specified terms. This typically involves duties such as--
- providing information about the requirements to potential grantees;
 - ensuring that the property being requested has been identified as appropriate for that use;
 - obtaining any missing or additional information needed to evaluate applicant eligibility;
 - negotiating terms of agreements with applicants;
 - recommending approval or denial of the grant to the supervisor or head of the program , and, in the case of multiple applicants for a given property, identifying which would provide the greatest benefit to the Government;
 - preparing conveyance instruments and other related documents for the grantee and GSA;
 - ensuring, through annual reports of use and surveys, that applicants remain in compliance with the grants; and/or
 - recommending corrective courses of action.

Level 1-8--1550 points

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 loan insurance program; 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. Transactions are typically of a scope that they may require long-term, comprehensive planning; the use of teams of realty specialists to complete the project, and the approval of the head of the agency, and/or appropriate Congressional committees, or Tribal councils, generally, because they exceed delegated authorities; have program-wide implications; or may represent increased risk to the Federal Government.

Illustration of Acquisition Work--

- The specialist carries out major projects such as acquiring thousands of acres of land, for example, for a missile site, a large water resource project, a major local cooperation project (i.e., a civil works project requiring the cooperation of the Federal, State, or local governments and/or private entities), a large Federal prison, or a large Federal center. Property and mineral rights must be acquired from more than a hundred property-owners, frequently located over several counties or states, most of whom are very reluctant to sell either because they object to the proposed use, do not want to give up their mineral rights, or own land that has been farmed by their families for several generations. It may also include exchanges with one or more State governments. Extensive coordination is required to deal with the large number of diverse property owners over the number of years needed to complete the project, and, at times, to address complex relocation issues. This includes coordinating and interacting with other agencies, State government(s) and numerous local community groups. Establishing ownership and obtaining clear titles becomes extremely difficult as some families occupied their land prior to the passage of public land laws or as a result of problems such as poor surveys, inadequate legal descriptions, or incomplete or destroyed land records. Negotiations are very complex and require creative approaches such as offering an additional payment based on a percentage of the fair market value of the property or allowing the owner to retain the mineral rights.

Illustration of Disposal Work:

- The specialist disposes of a large military base which involves such unique marketing features as valuable mineral rights, or multi-purpose uses of the land involved. The realty specialist determines whether to market the property as a whole or to divide into smaller parcels based on existing land uses. The specialist decides how to market the property to get the greatest benefit for the Government without adversely affecting the real estate market in the area. They may also be dealing with areas that are environmentally sensitive such as wildernesses, coastal barrier islands, wetlands, flood plains, or endangered wildlife habitats. This requires extensive knowledge of real estate principles and practices, an in-depth understanding of the real estate market in which the base is located, extensive analysis of highly complex financial data, and the use of innovative marketing approaches. There is extensive coordination with realty staff on the base involved, and other military departments or agencies.

FACTOR 2, SUPERVISORY CONTROLS

Level 2-3 -- 275 points

The supervisor defines the objectives, priorities, and deadlines of assignments and assists employees with situations that have no clear precedents. Guidance is given for marketing unique properties; negotiation strategies for use in unusual situations; resolving conflicting needs within client agencies; or handling uncooperative contacts.

The employee plans and carries out the successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, previous training, or accepted real estate and/or contracting practices.

The supervisor and/or a higher grade realty specialist evaluates the work for technical soundness, appropriateness, and conformity to policies and procedures. Methods used to complete the work are not normally reviewed in detail. However, work is reviewed for conformance with contracting and other applicable regulations.

Level 2-4 -- 450 points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, agencies, or geographic area for which the employee will be responsible. They discuss, for example, ways to use agency sales incentives to reduce a large inventory of defaulted properties, approaches to use to address new environmental concerns, long-range client agency needs, or negotiation strategies to use in complex or unusual transactions.

The employee plans and carries out assignments; resolves conflicts that arise; coordinates the work with others; and interprets policy on own initiative in terms of established objectives. The employee keeps the supervisor informed of progress and potentially controversial matters, such as strong community opposition to a project, strong Congressional or tribal interest in a project, need for extremely expensive or difficult hazardous waste clean-up, need for extensive repair or rehabilitation of property prior to disposal that may significantly impact the sale price of property, or potential condemnation of property.

Overall, the supervisor reviews the work for feasibility, compatibility with other realty or land use projects, and effectiveness in meeting realty program and/or agency goals and requirements.

Level 2-5 -- 650 points

The supervisor provides administrative direction with assignments in terms of broadly defined missions, functions, or sales goals.

The employee plans, designs, and carries out major projects and studies, or major portions of realty programs.

The supervisor considers the work technically authoritative and normally accepts results without significant change. Recommendations are evaluated in terms of availability of funds and other resources, broad program goals, impact on the real estate market in the area involved, or national priorities. Supervisors review highly controversial and unprecedented leases and contracts for their impact on policies and legal premises, and whether the processes and conclusions set precedents.

FACTOR 3, GUIDELINES

Level 3-3 --275 points

Numerous guidelines, including agency policies, practices, precedents, and regulations are available. These include Federal property management and disposal, land acquisition, public land use, procurement, and/or tax regulations and procedures; standard real estate practices and procedures; and, in some cases, agency-developed manuals or checklists. The guidelines cover most realty work, but may not be completely applicable or sufficiently comprehensive.

Realty specialists use judgment to make limited changes and adaptations to guidelines, such as modifying standard lease and contract clauses, or in developing a marketing approach for an undesirable property. They analyze the results of adaptations and recommend further changes to guidelines.

Level 3-4 -- 450 points

Guidelines 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. They are of limited use; inadequately cover complex, controversial, or unusual problems, transactions, or negotiations; or may conflict with each other or, if new, with existing guidance.

The employee uses initiative and ingenuity to deviate from accepted real estate practices; to reconcile or balance conflicting space needs, uses of land and/or facilities; or to comply with various regulatory requirements. The employee devises innovative approaches, for example, to negotiating compensation, or other terms of contracts, leases, and agreements for complex and unique properties, right-of-way or relocation issues, or environmental concerns; and/or proposes new or revised policies that may impact on the agency's mission.

Level 3-5 -- 650 points

Guidelines are broad, nonspecific policies and basic legislation requiring extensive employee interpretation, judgment, and ingenuity.

Employees are frequently recognized as authorities in one or more specific areas of realty work and use 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, COMPLEXITY

Level 4-3 -- 150 points

The work includes duties involving different and unrelated realty processes and methods. Assignments typically include a variety of acquisition, management, and/or disposal transactions. At this level, employees--

- acquire or dispose of land, property, or space with few complicating characteristics;
- acquire individual properties with cooperative owners, or small blocks of office and warehouse space for organizations with few special requirements or needs in areas with large markets; and/or
- perform property management duties that involve routine negotiations,
- perform property management duties that involve routine negotiations, for stable organizations in standard office space and/or routine leases, licenses, permits or rights-of-entry.

In deciding what approach to take, employees study each case to identify aspects such as the needs of client agencies, the characteristics of properties, and the nature of the transaction. They also consider the availability of the type of space or property needed, compatibility of proposed and existing uses, cooperativeness of property owners, availability of financing, and similar issues. They also analyze the impact, interrelationships, and relevance of these conditions and the ability to obtain fair market value for properties.

Employees select and apply established techniques, marketing approaches and/or negotiation strategies according to specific conditions such as the proposed use and/or condition of the property, and sources of comparable sales data which exist in each assignment.

Level 4-4 -- 225 points

At this level, the work involves the use of many different and unrelated realty processes and methods in the acquisition, management, or disposal of a wide variety of properties with unusual combinations of diverse characteristics. Assignments may require negotiations in sensitive or unpredictable situations with reluctant or uncooperative property owners, and Federal, State, and local officials. The employee may have to gain acceptance of or agreement with contracts and leases in an effort to avoid court action. Transactions typically involve five or more of the following complicating characteristics--

- multiple and/or conflicting uses of land, space, or facilities;
- limited comparable sales;
- conflicting legal or environmental concerns;
- community opposition;
- relocation issues;
- complex special agency needs such as high security needs in courtrooms and interrogation rooms, or unusual technological requirements for electronic research equipment;
- frequently changing program requirements;
- complex environmental control systems;
- complex leases with numerous interrelated clauses or conditions;
- high incidence of foreclosure in the assigned area;
- extensive damages or repeated vandalism to properties;
- multi-family projects which have not responded to efforts to prevent foreclosure;
- significant Government risk;
- unusual types of surplus properties with limited alternate uses or in remote locations; and/or
- unstable economic conditions.

Employees use originality in planning the scope and direction of realty projects or identifying problems. They extend and modify existing realty methods and practices for application to complex properties, transactions, and/or problems.

Employees plan transactions and projects which typically involve in-depth analysis and

evaluation of unique and often conflicting combinations of characteristics, issues, and alternatives to determine the applicability of established realty practices and methods. For example, employees--

- devise methods of marketing surplus or foreclosed properties that have remained on an agency's inventory for an extended period of time;
- devise unusual combinations of compensation or financing;
- devise unusual approaches to resolve contract or lease disputes; and/or
- recommend new and revised policies based on problems encountered when applying techniques for acquiring, managing, or disposing of unprecedented properties or spaces.

Level 4-5 -- 325 points

The work involves various duties, projects, or studies requiring many different and unrelated processes. Employees perform substantial depth of data analysis. At this level, 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, foreign governments or citizens, corporations, and/or private property owners;
- extensive, detailed analysis, such as income analysis of complex or unique corporations, 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 arrangements.

Employees must consider the range of existing and new policies, procedures, laws, and regulations in relation to realty program goals and objectives. They study realty principles, concepts, and regulations to develop new or unique approaches or methods for acquiring, managing, or disposing of property or space. They 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, SCOPE AND EFFECT

Level 5-3 -- 150 points

The purpose of the work is to deal with or resolve a variety of conventional problems, questions, or situations within a limited geographic area. The employee acquires, manages, and/or disposes of commonly transferred properties using well-established real estate practices and approaches, routine negotiation techniques and strategies, readily-available comparative sales data, and standard financing and contracting methodology.

Transactions completed as a part of a broader mission in land management programs affect the use of land and resources in the assigned area through the consolidation of Federal land holdings into more manageable units. The amount of money recovered through the sale of foreclosed properties in a loan guarantee insurance program affects the extent to which a portion of an agency can provide loan insurance. Transactions and property management actions completed, or recommendations made in support of an agency's mission or in advising other agencies or State and local governments (1) affect the efficiency of the client agency operations or the local governments in that area by ensuring that employees have adequate and properly equipped work space which increases productivity, and/or (2) ensure that Federal regulations and requirements are complied with and implemented properly, and/or that Federal lands are managed properly. Transactions and recommendations, including long-range plans, may affect the economic well-being of individual property owners and purchasers, and the stability of the real estate market of the limited geographic area involved.

Level 5-4 -- 225 points

The work involves planning and completing complex real estate transactions and property management activities. Employees use a wide range of real estate techniques and methods to acquire, manage, or dispose of properties with diverse or unusual characteristics. They investigate and analyze a wide variety of problems and questions to arrive at solutions; provide guidance on specific real estate principles, regulations, practices, methods, and techniques; and/or recommend new or modified policies.

Recommendations and transactions affect a range of agency activities, including the efficient completion of acquisition or disposal projects needed to meet program objectives and long-range goals of the agency itself or client agencies, compliance with a variety of realty-related regulations, and/or the effective management and use of real property. New or modified techniques used in real estate transactions or property management set precedents for future real estate projects. Results of the work may affect the economic well-being of the agency, client

agencies, local community or region, or other entities such as wildlife refuges, national parks, water projects, State or local governments, foreign governments, and/or military communities.

Level 5-5 -- 325 points

The purpose of the work includes resolving critical or unusual problems for a broad range of complex, frequently long-term, realty projects. It can also include isolating and defining issues or conditions, as typically is the case with marketing projects or assignments involving large numbers of units or properties in a given geographic area, or 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, management, or disposal problems.

Solutions to problems, advice, and guidance affect agency-wide operation of major aspects of land management, right-of-way, and loan guarantee programs and realty programs that support their own or other agencies' missions. The results of acquisition, property management, and/or disposal projects may affect the well-being of one or more large communities or regional real estate market areas in terms of (1) the impact or benefit, including environmental impact, for example, of water projects or educational, recreational, or housing facilities that can be made available to the public; or (2) the impact of the acquisition or disposal of large projects or large numbers of properties on the real estate market.

FACTOR 6, PERSONAL CONTACTS AND FACTOR 7, PURPOSE OF CONTACTS

Determine the appropriate level of personal contacts from levels 2 and 3 below and the corresponding purpose of the contacts from levels b and c. Credit the point value found where the selected levels intersect on the chart below.

The Persons Contacted are:

2. Employees in the same agency, but outside the immediate organization, usually realty specialists, appraisers, and functional experts (e.g., space planners, engineers, cartographers, and attorneys) from various levels.
3. 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). Typical contacts, both inside and outside of the United States, include real estate brokers, real estate and title attorneys, property owners, real estate developers, business executives, appraisers, tax assessors, lenders, and representatives of mortgage companies. Employees may also contact representatives from the news media, civic and public action groups, professional organizations, congressional committees, or State and local governments.

The Purpose of Contacts is:

- b. To plan, coordinate work, or advise on efforts and resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.
- c. 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.

C O N T A C T S	P U R P O S E	
	b	c
2	75	145
3	110	180

FACTOR 8, PHYSICAL DEMANDS

Level 8-1--5 points

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, computer reports, or digests of sales.

FACTOR 9, WORK ENVIRONMENT

Level 9-1--5 points

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

CORRECTION

Corrected, April 2004:

Factor 6 corrected on page 25 to show levels 2 and 3 for Level of Contacts.