Stanislaus Regional Housing Authority
ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Compliance Specialist
(Confidential)
$67,207.97 - $81,932.54 Annually

THE AGENCY

Stanislaus Regional Housing Authority (Housing Authority), a public agency, corporate and politic, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 2371 units throughout the counties it serves under a variety of affordable housing programs including Public Housing, year-round farm labor housing, migrant housing and other affordable housing units.

The Housing Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the Stanislaus County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

HOUSING

Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

THE POSITION

The Compliance Specialist is responsible for the successful implementation of assigned functions while ensuring effective compliance by the assigned department of the various policies, federal, state and industry standards and regulations including but not limited to: aspects of Housing Choice Voucher, Public Housing, Farm Labor, HOME, Office of Migrant Services, Housing and Community Development, Tax Credit, and Low-Income Affordable Housing owned and operated by the Stanislaus Regional Housing Authority. Incumbents in the Compliance Specialist position will keep abreast of Housing and Urban Development (HUD) regulations and other local, State and Federal program regulations as applicable to the Housing Authority Programs. Assist the Department Director and Managers in developing needed tools and training to ensure all regulations and changes are fully implemented and applied correctly to the department's processes.

SUPERVISION RECEIVED

Receives indirect supervision from the Department Director and direct supervision from assigned Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include, but are not limited to, the following:

- Participate in the development and implementation of goals, objectives, policies, procedures, priorities and staffing needs;
- Perform quality control review of assigned files for eligibility determinations, admission to program, voucher issuance, and various waitlists;
- Be responsible for tracking and maintaining accurate compliance logs;
- Conduct program quality control monitoring and compliance reviews for assigned Stanislaus Regional Housing Authority programs, i.e., Public Housing, Voucher Choice Program (Section 8), Locally-Owned, Farm Labor Programs, etc.;
- Assist in training new employees on Stanislaus Regional Housing Authority programs.
- Assist with onsite management and occupancy audits as needed;
- Conduct review of assigned program files, in preparation for federal, state and/or other partner audits; attend all audits and work cooperatively with all auditors to make any corrections needed in a timely manner;
- Audit each projects' recertification schedule, ensuring that annual re-certifications are completely timely;
- Comply with property program specific guidelines, including but not limited to, all current and future Public and Indian Housing Information Center (PIC) and USDA Management Interactive Network Connection (MINC) form submissions;
- Assist with preparation of HUD Section 8 Management Assessment Program (SEMAP) reports/audits;

ESSENTIAL FUNCTIONS – Representative Tasks

- Guide staff with obtaining additional information, correction of errors, and completion of the Tenant Income Certification (TIC) and 50058 as needed;
- Able to lead training and review work products of Occupancy Clerks, Occupancy Specialists, Eligibility Specialists or Office Assistants in program policies, procedures and requirements;
- Assist with monitoring and evaluation of Housing Choice Voucher program for compliance with HUD and Stanislaus Regional Housing Authority requirements;
- Ensure appropriate program monitoring and evaluation with monthly quality control measures through audits and reviews of department's work product;
- Create and maintain a variety of required reports and records;
- Assist with creation of operating procedures to enhance Stanislaus Regional Housing Authority's housing programs;
- Remain available during Agency business hours to meet client needs, coordinate with co-workers, attend face-to-face meetings, and handle day-to-day operations.

MARGINAL FUNCTONS – Representative Tasks

- Accurately file all correspondence.
- Perform such other duties as assigned that are necessary to the successful performance of the job.

NONESSENTIAL DUTIES
Other duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential and marginal function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE
Any combination of equivalent to Associate degree in accounting, business or closely related undergraduate coursework equivalent to completed sixty (60) units for semester system or ninety (90) units for quarter system and/or three (3) years of property management, escrow/real estate, public administration, or other related field. Bachelor's degree preferred. Relevant experience and knowledge in HUD multi-family programs, affordable housing, HUD regulations and property management is highly valued. Current or recent Certified Occupancy Specialist (COS) certification and/or must pass within 6 months of hire. Bilingual English/Spanish skills preferred but not required.

REQUIRED QUALIFICATIONS, TRAITS AND SKILLS, including but not limited to:
Knowledge of:

- Code of Federal Regulations and Fair Housing Laws;
- Landlord/Tenant rights and responsibilities; Section 8, Self-Sufficiency and affordable housing program regulation and processing, including HCV, Public Housing, Farm Labor, and affordable housing programs;
- Administration, operation and eligibility requirements for various affordable housing programs, such as USDA-Rural Development, Public Housing, and Section 8 programs and projects;

- Principles and practices of administration necessary to assist in the development and assessment of agency policies and practices; vast knowledge of federal and State regulations relative to various affordable housing programs, such as USDA-Rural Development, Public Housing and Section 8 programs and projects;
- Interviewing skills and techniques;
- Principles of business letter writing and basic report writing;
- Principles of good record keeping;
- Principles and practice of excellent customer service;
- Modern office methods, equipment and procedures including but not limited to personal computers, and basic software such as Outlook, Word and Excel;
- Basic mathematics, general office, organizational, clerical and computer skills;
- Section 8 Housing Choice Voucher Eligibility and Public Housing processing;
- Section 8 Administration Plan policies and procedures; Public Housing Admissions and Continued Occupancy Plan;
- PIC and MINC form submission processes;
- External audit requirements;
- REAC online requirements;
- Training techniques;
- Yardi programs software;
- Internet and e-mail usage in a business setting;
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, organization and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.

Ability to:

- Analyze, interpret, and apply complex federal and state housing regulations;
- Define problem areas, make recommendations and validate conclusions; define and select alternatives; coordinate and initiate action necessary to implement recommendations or policies;
- Must be detail oriented and have strong organization skills;
- Ability to outline, organize and establish priorities for work for assigned staff;
- Prepare clear and concise reports, professional documents, correspondence and letters.
- Perform basic arithmetic accurately;
- Must have excellent oral and written communication skills;
- Adapt to a changing environment and handle multiple priorities;
- Gather information, perform analysis; create and interpret reports and other data;
- Perform training of Affordable Housing Access (AHA) program personnel;
- Use internet resources (e-mail, browser, date search and retrieval);
- Meet the physical and mental requirements of the position;
- Be courteous, exercise judgment, discretion and maintain confidentiality in dealing with client information;
- Demonstrate daily a pleasant, personable, and patient communication style with the desire to help people in need;
- Must be able to retain a high volume of knowledge and apply program information in making decisions and communicating information to others;
- Work under pressure, multi-task, prioritize and meet schedule deadlines;
- Analyze information and perform problem solving skills, and reach sound conclusions and make decisions in accordance with established policies, procedures, and guidelines;

- Establish and maintain effective and courteous working relationships with all levels of the organization, clients, property owners, hearing officers, representatives of other governmental agencies, the public and others encountered in the course of work;
- Work under the stress of short timelines and understand oral and written instructions and procedures;
- Ability to learn quickly, and manage multiple priorities, deadlines and schedules while meeting productivity requirements in the face of changes, obstacles and other unexpected events;
- Operate independently and exercise sound judgment and critical thinking in the conduct of day-to-day activities;
- Ability to exercise discretion and independent judgment in the execution of responsibilities;
- Ability to develop, mentor and motivate staff with tact and diplomacy; exhibit professionalism and lead by example;
- Must maintain confidentiality of all information gathered;
- Must be competent with Microsoft Office products including a variety of data processing and spreadsheet software as well as web browsers and basic office machinery.

ADDITIONAL REQUIREMENTS

- Must maintain regular and punctual attendance during normal workweek for face-to-face interactions with the public, clients, co-workers, and management. Additional hours may be required to complete assigned tasks;
- Must maintain access to an automobile or other means of transportation, when and if required to travel on Stanislaus Regional Housing Authority business; and may be required to drive to/from main office and assigned sites;
- Must possess and maintain a valid California Driver's License;
- Must possess and maintain valid and current automobile insurance in accordance with California law, including a periodic review of recent DMV history;
- Must possess and consistently demonstrate the excellent customer service skills to perform this job effectively, including but not limited to, professionalism and courtesy.
- Must comply with all company policies and procedures;
- Must work at assigned location(s);
- May be required to attend appropriate technical training workshops and classes overnight via plan or auto as assigned.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
Ability to effectively write routine reports and correspondence in a concise, clear and professional manner.
Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.
While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

APPLICATION AND SELECTION PROCESS: To apply for this position applicants must submit a Stanislaus Regional Housing Authority Employment Application at https://stanregionalha.org/business-services/employment/. This position is Open Until Filled. Applications received will be screened for minimum qualifications.

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Director of Rental Assistance Division & Director of Business Operations. Final selection will be made by the CEO/Executive Director. The successful candidate will be required to submit to a background check and complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER
Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

SALARY AND BENEFIT INFORMATION
The annual salary for this position is $65,124-$79,392, based upon a eighty (80.00) hour pay period.

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- Fifteen (15) paid holidays per year.
- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage – The Authority currently contributes towards the medical, dental, vision and life insurance combined monthly premiums.

- Retirement – The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans (CalPERS 457 and Empower).
- The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible Spending) Plan.

Stanislaus Regional Housing Authority is an equal opportunity employer. The agency is closed to the public every other Fridays. The Housing Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557- 2000 (voice) or (209) 557-2012. TDD 711.