

## HOUSING SPECIALIST

### SALARY RANGE:

Grades I - III: \$1,458.400– \$2,313.92 Biweekly  
\$3,171.00 – \$5,031.00 Monthly

**Accepting online applications only. Apply online 24 hours a day, beginning January 16, 2017 through 4:30 p.m., January 20, 2017.**

**REQUIREMENTS TO FILE:** Two years (paid, full-time equivalent) of increasingly responsible experience providing services to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management. Two years of college education in Social Sciences, Public Administration, Business Administration, Human Services or related fields (**proof required**)\* may substitute for **one year** (full-time equivalent) of experience.

### AND

- Ability to understand and operate personal computers and complete various calculations accurately with calculator or computer software (such as Microsoft Excel or Word); comprehend written information; deal tactfully and effectively with the general public; and effectively communicate orally and in writing.
- If appointed, candidates will be required to attend City paid training and obtain certification in Housing Quality Standards and Housing Choice Voucher Specialist prior to the completion of probation.
- A valid driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

**DESIRABLE QUALIFICATIONS:** Certification in Housing Quality Standards and Housing Choice Voucher Specialist; bilingual skills in English/Khmer, English/Spanish, or English/Tagalog

**\*Proof of required documents must be uploaded to the online application at time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

**EXAMPLES OF DUTIES:** Under general supervision, performs complex activities in the Federal Section 8 Housing Choice Voucher (HCV) and/or other housing assistance programs under the Housing Authority, which include initial eligibility and/or continued occupancy in accordance with established rules, regulations, policies, and procedures. Researches, verifies and applies CA tenant law, HUD regulations and local policy. Conducts annual, special and interim interviews and certifications of participants related to

changes in household composition and income in a manner prescribed by HUD. Manages assigned caseload; calculates participant's rent and housing assistance payments, monitor participant compliance and cite violations of tenant obligations and responsibilities. Prepares reports and correspondence; conducts group and individual briefing sessions for applicants and/or participants. Researches possible fraud cases and makes recommendations. Deals with and resolves difficult problems and issues that involve owners and/or tenants. Inspects prospective and assisted housing units to ensure conformance with HUD standards and determines necessary corrections. Determines rents in accordance with HUD guidelines. May conduct interviews and briefings at the homes of tenants when necessary; may represent Housing Authority in small claims or other court cases; may serve in a lead capacity or carry out special studies; may perform other related duties as required.

### EXAMINATION WEIGHTS:

Application Packet.....	Qualifying
Occupational Written Exam.....	100%
Battery operated calculator permitted.	
Scope: Reading Comprehension; Case Studies; Mathematical Computations, Computer Skills, Interpersonal and Customer Service Skills	

A minimum rating of 70 must be attained in the examination in order to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

**The written test is tentatively scheduled for February 13, 2017 and February 17, 2017. If you have not received notification by February 1, 2017, contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request to (562) 570-6202.

## HOUSING SPECIALIST

### **SALARY RANGE:**

Grades I - III: \$1,445.40-2,313.92  
2,268.56 Biweekly  
 Monthly \$3,171.00-4,932.00

Monthly

Accepting online applications only. Apply online 24 hours a day, beginning ~~XX, XX January 16, 2017~~ through 4:30 p.m., ~~XX, XX, XXXX, 20 January 20, 2017.~~

**REQUIREMENTS TO FILE:** Two years (paid, full-time equivalent) of increasingly responsible experience providing services to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management. Two years of college education in Social Sciences, Public Administration, Business Administration, Human Services or related fields (**proof required**)\* may substitute for one year (full-time equivalent) of experience.

### **AND**

- Ability to understand and operate personal computers and complete various calculations accurately with calculator or computer software (such as Microsoft Excel or Word); comprehend written information; ~~deal~~ act-tactfully and effectively with the general public; and ~~to~~ effectively communicate orally and in writing.
- If appointed, candidates will be required to attend City paid training and obtain certification in Housing Quality Standards and Housing Choice Voucher Specialist prior to the completion of probation.
- A valid ~~motor vehicle operator's~~ driver's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

**DESIRABLE QUALIFICATIONS:** Certification in Housing Quality Standards and Housing Choice Voucher Specialist; bilingual skills in English/Khmer, English/Spanish, or English/Tagalog are desirable for some positions.

**\*Required documents must be uploaded to the**

**\*Proof of required documents must be uploaded to the online application at time of filing.**

Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

**EXAMPLES OF DUTIES:** Under general supervision, performs complex activities in the ~~F~~ederal Section 8 Housing Choice Voucher (HCV) and/or other housing assistance programs under the Housing Authority, ~~this~~ which includes initial eligibility and/or continued occupancy in accordance with established rules, regulations, policies, and procedures. Researches, verifies and applies CA tenant law, HUD regulations and local policy. Conducts annual, special and interim interviews and certifications of participants related to changes in household composition and income in a manner prescribed by HUD. Manages assigned caseload; calculates participant's rent and housing assistance payments, monitor participant compliance and cite violations of tenant obligations and responsibilities. Prepares reports and correspondence; conducts group and individual briefing sessions for applicants and/or participants. Researches possible fraud cases and makes recommendations. Deals with and resolves difficult problems and issues that involve owners and/or tenants. Inspects prospective and assisted housing units to ensure conformance with HUD standards and determines necessary corrections. Determines rents in accordance with HUD guidelines. May conduct interviews and briefings at the homes of tenants when necessary; may represent Housing Authority in small claims or other court cases; may serve in a lead capacity or carry out special studies; may perform other related duties as required.

### **EXAMINATION WEIGHTS:**

Application <u>Packet &amp; Supplemental Application</u>	Qualifying
Occupational	Written
<u>Exam Test</u>	100%
<u>Battery operated calculator permitted.</u>	
<u>Scope: Reading Comprehension; Case Studies; Mathematical Computations, Computer Skills, Interpersonal and Customer Service Skills</u>	

A minimum rating of 70 must be attained in ~~each~~ the examination in order to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

The written test is tentatively scheduled for February 13, 2017 and February 17, 2017. If you have not received notification by April 3, 2015 February 1, 2017, please contact the Civil Service Department

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

This information is available in an alternative format by request to (562) 570-6202.

J.O.B H66AN-157 DMD SV  
03/09/15/1/4/17

## **HOUSING SPECIALIST**

### **Recruitment Plan**

#### **Recruitment Strategy**

- Governmentjobs.com
- Longbeach.gov
- Veteran's websites
- City E-blast
- HTTV (Hometown television)
- 24-hour jobline

#### **Filing Period**

- Open competitive exam
- Pre-post for a week (January 6 – January 13)
- Accept applications for five days (January 16 – January 20)