



EMPLOYMENT OPPORTUNITY
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Compliance Specialist/Trainer

Announcement No.: 22-003

External/Internal Posting

DEPARTMENT: Housing Programs/Section 8
SALARY RANGE: \$50,502 – \$80,787 per annum

OPENING DATE: Wednesday, February 2, 2022
CLOSING DATE: Until Filled

DESCRIPTION OF DUTIES: Under direct supervision of the Deputy Director of Housing Programs, this position reviews and updates the SNRHA and Housing Choice Voucher (HCV) staff on all regulatory changes. Trains new hires and conducts ongoing training in the Housing Choice Voucher (HCV) department. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED

No direct supervision.

ESSENTIAL JOB FUNCTIONS/DUTIES

- Review new or revised regulations affecting the HCV programs. Prepare and distribute revisions, regulations, or guidelines that have occurred in HCV Programs to appropriate staff, supervisors, and managers.
- Provide training and maintain Standard Operating Procedures to ensure consistency among staff in accordance with HUD and Housing Authority standards.
- Ensure HCV staff is in compliance with the Agency's Administrative Plan, RIM, RHIPP, SEMAP, and all HUD regulations by documenting errors and submitting reports to supervisor in an accurate and timely manner.
- Maintain binders of HUD PIH Notices for reference and ensure new staff receives training/guidance on any new requirements set forth by HUD. Make recommendations to management to update procedures and policies based on new HUD regulations and/or PIH Notices within 30 days of the notices being posted.
- Perform monthly quality control assessments of files, wait lists, and Manual Adjustment slips for Housing Assistance Payments (HAP), as well as other special projects as assigned.
- Develop training schedule for all staff based on quarterly assessments.
- Prepare monthly reports on all quality control results in accordance with Housing Authority policy and procedures.
- Confer with management and supervisory personnel to determine training needs. Use results of quality control tracking systems from seniors, management, and self to author monthly trainings. Document training topics and attendance. Maintain in binder for future reference and user guide.
- Evaluate effectiveness of training programs and monitor the progress of trainees in accordance with Housing Authority policy and procedures.
- Maintain a working knowledge of HCV Program to effectively train and support HCV program staff.
- Plan, design, develop, and implement training programs for training HCV Program staff.

MINIMUM REQUIREMENTS:

Work Experience: Five (5) years of experience working in a lead or supervisory role in the HCV Program, which includes quality control and training as well as experience with PIC; Training experience preferred.

Education: Associate's degree in Public Administration, Business Administration, Social Work, or similar discipline; Or seven (7) years equivalent education and experience.

Licenses and Certifications:

Possession of HCV Management certification preferred. Possession of HQS and HCV Rent Calculation Certifications from a HUD approved certification agency preferred at time of hire, or must be able to obtain the required certifications within one year of employment.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of pertinent Federal, State, and local laws, codes, and regulation relating to the Housing Authority.
2. Knowledge of day to day operations, services, and activities of HCV programs.
3. Knowledge of the procedures, methods, and techniques used in determining eligibility for HCV programs.
4. Ability to write, analyze, interpret, and implement Standard Operating Procedures for the HCV program.
5. Ability to communicate verbally and in writing with department heads, supervisors, co-workers, participants, and vendors.
6. Ability to exercise sound judgment and make independent decisions in accordance with established policies and procedures.

Motor Vehicle Operator Identification: Selectee must; (1) possess or have the ability to obtain a valid Nevada Driver's License, and maintain licensure for the duration of employment, (2) have a safe driving record.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

Supplemental Information: This is a non-exempt position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Pre-Employment Drug Testing & Background Check: Satisfactory results of the pre-employment drug test and background check is required.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination and separation.

HOW TO APPLY: All interested candidates must submit complete Employment Application, with updated resume attached. Applicants can visit www.snrha.org click on employment tab and complete Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date.

Applications must be received in the Human Resources Department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on number of applications received.**

Notice to Disabled Applicants: To request an accommodation contact the Human Resources Department.

QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION BASED UPON MERIT AND POTENTIAL WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR GENETICS. AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/SECTION 3 HUD EMPLOYER.