

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 209/966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Adopt this resolution approving the attached revised class specification for the position of Housing and Eligibility Specialist I/II.

BACKGROUND AND HISTORY OF BOARD ACTIONS: This proposed revision adds language allowing this class to be utilized for an extra-help position for rehabilitation work to be performed by the Housing & Community Development Department under a new housing rehabilitation program and avoids the necessity for creating a single-class, extra-help specification for such work.

Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The Board of Supervisors created the class specification of Housing and Eligibility Specialist I/II in December, 1991.

No change in the salary range for this classification is requested.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this resolution.

Revise this class specification as deemed necessary by the Board.

Create a new single-class extra-help class specification for the position of Housing Rehabilitation Specialist.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 92-422 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: Baggett Abstained: _____
() Approved () Denied
() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

Comment: _____
A.O. Initials: _____

MARIPOSA COUNTY

JOB TITLE: Housing and Eligibility Specialist I/II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of services for the Mariposa County Housing and Community Development Agency. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification maintain tenant files and records; inspect units during home re-examinations; interview and brief tenants and prospective tenants; inform property owners regarding the housing rehabilitation program, and process, recommend, and implement loan applications. This classification is responsible for advising low income households or eligible owner-investors to rehabilitate their units and to assemble, process, recommend, and implement loan applications. This classification performs difficult clerical work involving statistical records, and performs other related duties as required.

SUPERVISOR: Housing & Community Development Director

TYPICAL DUTIES: (These duties may apply to both Housing Eligibility Specialist I and II classifications in varying degrees of importance, frequency, or priority)

- Interviews/determines new applicants for eligibility and existing tenants for continued eligibility.
- Discusses Housing and Community Development Agency policies, rules and regulations.
- Prepares assembles and processes necessary rental forms/contracts and rehabilitation loan application packages.
- Schedules tenants for re-examinations.
- Prepares forms required to verify applicant of tenant income.
- Contacts various agencies for clarification or information relating to applicant eligibility.
- Prepares notices of intent to vacate premises and coordinates actions with owners and other office staff.
- Records and maintains information on tenant marriages, deaths, separations, etc.
- Computes tenant or applicant income and determines eligibility or appropriate rents.
- Writes letters informing tenants or owners of changes in status, and maintains a variety of files relating to eligibility determination.

MARIPOSA: Housing and Eligibility Specialist I/II**TYPICAL DUTIES: (cont'd)**

- Coordinates the rehabilitation loan with lenders and public agencies, escrow and title companies, appraisers, the Rehabilitation Construction Coordinator, contractors, and others involved in the housing and finance fields.
- Performs outreach and public relations activities.
- Gathers and prepares statistical and financial reports.
- Takes phone calls and responds to inquiries.
- Performs varied accounting record-keeping and financial duties and assignments dealing with Section 8 HAP payments.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS**Possession of:**

- a valid California Driver's license, or the incumbent must be able to provide suitable transportation approved by the appointing authority.

Knowledge of:

- correct English usage, spelling, grammar, and punctuation
- proper office methods, procedures, and practices including filing systems, receptionist and telephone techniques, computer operations, and letter and report writing
- statistical calculations
- interviewing methods and procedures
- some positions may require knowledge of real estate lending principles and practices of financial institutions
- some positions may require knowledge of the laws relating to contractor agreements in residential real estate financing and some knowledge of residential construction

Ability to:

- post and make arithmetical computations rapidly and accurately
- follow oral and written directions

MARIPOSA: Housing and Eligibility Specialist I/II**Ability to: (cont'd)**

- explain and negotiate complex financial requirements with property owners, lenders and contractors, make effective presentations to interested community groups, and establish and maintain effective working relationships with those contacted in the performance of required duties
- prepare and process rehabilitation loan applications
- understand and interpret Federal and State financial regulations, rules and guidelines
- operate various pieces of office equipment
- type accurately at a rate required for successful job performance
- maintain records and files
- work independently, exercise independent judgement, use initiative, and meet established goals, objectives and timelines

A typical way to gain the knowledge, skill and ability outlined above is:

- Housing and Eligibility Specialist I - equivalent to graduation from high school preferably with course work in typing, bookkeeping, and related subjects, and one year experience determining eligibility for loans, financial assistance, unemployment or veterans benefits, or publicly or privately financed health, counseling or social services, or real estate financing which must have included some experience in approving eligibility for mortgage loans. Previous experience with housing programs is preferred.
- Housing and Eligibility Specialist II - requires one year of experience performing duties comparable to the Housing and Eligibility Specialist I.

creation date: 12/91
revision date: 8/92
houseelig.frm