

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

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 including name change to Housing Specialist I/II.

Because of the elimination of the Housing and Community Development Agency and transfer of certain of its functions to the Human Services Department, the existing class specification has become obsolete. The proposed revised class specification has been updated to incorporate the necessary changes. The Human Services Director has also requested that the title be changed to reflect an all-encompassing and more accurate definition and has also requested modification to the minimum qualifications. This latter change, which broadens the background requirements in order to attract a larger applicant pool, still maintains the standards deemed necessary to maintain the salary ranges previously approved by the Board for both levels, and no change in the current salary range is recommended.

BACKGROUND AND HISTORY OF BOARD ACTIONS: 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."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested revision and continue to function with the existing class specification.

Make any changes to the proposed revised class specification as deemed necessary by the Board.

<b>COSTS:</b> (X) Not Applicable A. Budgeted current FY \$ _____ B. Total anticipated costs \$ _____ C. Required additional funding \$ _____ D. Internal transfers \$ _____		<b>SPECIAL INSTRUCTIONS:</b> List the attachments and number the pages consecutively: _____ _____ _____ _____
<b>SOURCE:</b> ( ) 4/5ths Vote Required A. Unanticipated revenues \$ _____ B. Reserve for contingencies \$ _____ C. Source description: _____ Balance in Reserve for Contingencies, if approved: \$ _____		

**CLERK'S USE ONLY:**  
 Res. No.: 98-369 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 4 Noes: \_\_\_\_\_  
 Absent: Railly Abstained: \_\_\_\_\_  
 Approved: \_\_\_\_\_ ( ) Denied \_\_\_\_\_  
 Minute Order Attached ( ) No Action Necessary

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

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
 This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action  
 Comment: \_\_\_\_\_  
 A.O. Initials: [Signature]

MARIPOSA COUNTY

**JOB TITLE:** Housing Specialist I/II

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform a variety of services for the Mariposa County Housing Authority. 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 landlords, 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:** As assigned

**TYPICAL DUTIES:** (These duties may apply to both Housing 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 Authority policies, rules and regulations.
- Prepares assembles and processes necessary rental forms/contracts and rehabilitation loan application packages.
- Inspects units relative to rehabilitation programs and re-examinations.
- 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.

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**TYPICAL DUTIES: (cont'd)**

- 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.
- Coordinates rehabilitation loans with lenders and public agencies, escrow and title companies, appraisers, 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**

**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

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Knowledge of (Cont'd):

- 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
- 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 personal computers and other 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

## MARIPOSA: Housing Specialist I/II

- Housing Specialist I - equivalent to graduation from high school preferably with course work in typing, bookkeeping, and related subjects, and four years experience in a business or professional office using computer programs, bookkeeping, and composing correspondence. Experience must include substantial public contact with clients and basic interviewing for the purpose of gathering information and explaining policies or clarifying information needed.

OR, one year of experience with responsibility for one or more of the following: determining eligibility for financial assistance, unemployment, veterans benefits, publicly or privately financed health, counseling or social services, or real estate financing which includes approving eligibility for residential mortgage loans.

- Housing Specialist II - requires one year of experience performing duties comparable to the Housing and Eligibility Specialist I.
- Both positions require possession of a valid California Driver's license, or the incumbent must be able to provide suitable transportation approved by the appointing authority.

houelig98.frm  
creation date: 12/91  
revision date: 8/92  
revision date: 10/98 - B/S 98-369