

Section III

301. Eligibility Specialist I

Definition:

At the entry level, perform eligibility tasks associated with HCV participants. Finalizes eligibility work-up and prepares the necessary verification, forms, and computations to allow continued participation in the program. Prepares correspondence to clients and owners/agents. Insures completeness of client and owner information, as well as client files. When skill is attained, negotiates renewal rents with owners (Certificate program only). Prepares rent reasonableness reports as required. Conducts federal housing quality inspections to qualify housing for Section 8 programs. Performs clerical duties in conjunction with designated duties.

Example of Duties:

Determines financial and occupancy of current participants. Verifies eligibility through the use of written third-party or affidavit documentation. Reports suspected cases of impropriety or fraud involving clients/owners/agents, to the designated supervisor, with supporting documentation. Prepares documentation such as leases, approval requests, contracts and other associated documentation concerning leasing and lease renewals. Formats, structures and prepares letters to owners/agents/clients involving questions of leasing and eligibility. Responsible for documentation, in the client files. Assists in gathering and finalization of data for use at informal and formal hearings. Prepares rent reasonableness documentation when applicable. Works closely with staff to finalize tenancy. Also performs federal housing quality standards opening and closing inspections involving subsidized housing. Conducts eligibility re-examinations in the home, annually. Conducts follow-up actions on below-quality conditions. Counsels clients on sub-standard housekeeping conditions. Inputs detailed data into the existing computer system, including both eligibility and leasing data. Through the probationary period, shows a progression with periodic evaluations, and acquires a working knowledge of Federal Housing Quality Standards, HCV Administrative Plan, and HCV Internal Operating Procedures. Performs other related tasks within the job description.

Employment Standards:

General knowledge of the methods, practices and terminology used in filing and office procedures. Performs clerical/records tasks and has the ability to perform related work of this nature, of average difficulty, without close supervision. Ability to post and make arithmetic computations rapidly and accurately. Ability to follow oral and written

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instructions. Ability to operate various office equipment, including the ability to accurately input information into the current computer system. Ability to type 30 words per minute; have a knowledge of modern office practices and procedures. Aptitude and propensity for dealing with people; orderliness and have a neat personal appearance. Must attain a working knowledge of the Administrative Plan as well as the Internal probationary and training period. Employee must maintain an illegal drug-free posture.

Education:

Equivalent to two years of college (48 units or more), and practical experience in the performance of general office record keeping and general office procedures. One year of actual experience in an office, or one year of housing inspection will be accepted as equivalent to one year (24 units) of completed college education.

License:

Mandatory to possess a valid California driver's license, and must present DMV printout if required by employer for verification. Applicant must also be insurable and acceptable to the insurance company providing auto insurance to the Housing Authority.

Other Qualifications:

Must be able to verify that physical condition is satisfactory for the requirement of the job. Employees must demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation for disabled individuals as defined within the Americans With Disabilities Act of 1990, as amended. Initial employment shall be conditional on such verification as determined by a required standard pre-employment physical at the expense of the Employer. Existing Housing Authority employees are exempt from satisfying this criteria regarding the conditionality of employment prefaced by a pre-employment physical.

To be an employee of the Housing Authority, a person must be a citizen of the United States or an alien who has been either lawfully admitted for permanent residence, or authorized to be employed under the terms of the Immigration And Nationality Act, as amended, or as directed by the Attorney General. Must also attest to the fact that he/she is a United States citizen or alien admitted for permanent residence or authorized employment, and must provide supporting documents to show identity and employment authorization.

(Revised 4/94