

Section III

303. Eligibility Specialist II

Definition:

Performs eligibility tasks associated with HCV participants. Finalizes eligibility work-up and prepares the necessary verification, forms and computation 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. Negotiates renewal rents with owners as required. Prepares rent reasonableness reports as required. Conducts Federal Housing Quality Inspections to qualify housing for the HCV Program, as required. Performs clerical duties in conjunction with these duties.

Example of Duties:

Determines financial and occupancy eligibility of current participants. Verifies eligibility through the use of written third party, or affidavit documentation. Receives and 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 renewal. Formats, structures and prepares letters to clients/owners/agents involving questions of leasing and eligibility. Responsible for documentation in the client file of information relevant to the tenancy. Insures the content and the accuracy of documentation of data in the client files. Assists in gathering and finalization of data for use at informal and formal hearings. Negotiates rents with owners/agents within the existing Fair Market Rents and annual adjustment factors. Prepares rent reasonableness documentation when applicable. Works closely with staff to finalize tenancy. Performs other related tasks within the job description. Performs Federal Housing Quality opening and closing inspections involving subsidized housing when required to do so. Conducts eligibility re-examinations in the home, or office at least annually. Conducts follow-up actions on below-quality conditions. Counsels clients on sub-standard housekeeping conditions. Inputs detailed data into the existing computer system, both eligibility and leasing data. Requires a working knowledge of Federal Housing Quality Standards, HCV Administrative Plan, and HCV Internal Operating Procedures.

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

Eligibility Specialist II (Continued):

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 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; knowledge of modern office practices and procedures; aptitude and propensity for dealing with people; orderliness and neat personal appearance.

Must have successfully functioned in the position of Eligibility Specialist I for a period of twelve (12) months or an equivalent position as determined by the Section 8 Manager and Executive Director. Must have working knowledge of the Administrative Plan as well as the internal operating procedures of the Section 8 Department and the Federal Housing Quality Standards. Employee must maintain an illegal drug free posture. Employee will maintain proficiency for skills described above.

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 to 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 Naturalization 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 prove identity and employment authorization.