

ANTHONY HOUSING AUTHORITY

JOB DESCRIPTION

POSITION TITLE:	Compliance Specialist	REPORTS TO:	Executive Director
DEPARTMENT/DIVISION:	Administration	FLSA STATUS:	Non-Exempt
DATE:	April 17, 2023	EMPLOYMENT STATUS:	Full-Time

Position Summary

The Compliance Specialist assists the Executive Director to audit site files, assist and train site staff in all areas regarding compliance with Public Housing (PH), Housing Choice Voucher Program (HCVP), and other compliance programs. Assists with management of sites compliance program either directly or in conjunction with available staff to ensure compliance and efficiency. Responsible for the Agency receiving at least a satisfactory rating concerning HUD agency scoring systems such as Public Housing Assessment Standards (PHAS), Section 8 Management Assessment Program (SEMAP) and other future HUD required evaluation systems.

Responsibilities

The duties listed below illustrate the various types of work that may be 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. Undertakes and performs the following and all other work-related duties as assigned.

1. Plans and conducts in-depth reviews of Agency records, files, and procedures to ensure compliance with HUD Regulations and Public Housing Management. Audits include review of rent, income, assets, leases, verifications, documentation, applications and all required paperwork for certification and recertification files.
2. Conducts site audits of case files to ensure correct procedures/policies are followed, office files are correctly organized and required time frames are met; reviews waiting list and marketing activities; summarizes finding in audit report along with necessary corrective action and suggested completion timeline.
3. Reviews audit report with Executive Director and Programs Manager to ensure completion of any corrected action.
4. Performs random quality control checks of applicant and tenant/participant files with rent determinations performed on a regular basis as directed. Quality control checks will include, among other requirements, assurance that all required documents are in the file and the re-determination of income, rent, and rent shares to ensure accuracy.
5. Completes a detailed checklist for each file reviewed to ensure errors/cures have been appropriately addressed and file meets quality control standards
6. Monitors Public Housing Assessment System (PHAS) status on a regular basis as directed; develops, interprets and applies procedures to maintain required internal control records to document PHAS scores.
7. Monitors compliance of the Housing Choice Voucher Program using the Section 8 Management Assessment Program (SEMAP) as a minimum to measure performance. Writes and reviews processes and procedures in order to provide training to staff on areas of deficiencies from the reviews and also to implement new processes/procedures.
8. Monitors the Enterprise Income Verification system (EIV) system to ensure compliance and that all residents have been entered into the system accurately.
9. Coordinates HUD's EIV training for staff in order for them to receive initial and continued access.
10. Responsible for timeliness and accuracy of documentation for all audits at the site and corporate level, including but not limited to HCVP, PH and financial audits.
11. Coordinates and conducts audits by visiting sites and reviews waiting lists for discrepancies. Runs auditing reports;

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12. Conducts internal audits and prepares periodic reports of occupancy functions including waiting list management, unit turnaround time, transfer activities, initial lease ups, move outs, annual re-examinations, and annual updates.
13. Assists supervisor in maintaining and gathering data about all inventories of Developments, Buildings, and units.
14. Carries out remedial strategies for programs and projects found not to be in compliance with funding sources and/or not meeting program and project objectives.
15. Prepares reports with analysis of quality control reviews to facilitate error rate tracking, file submission, file status, certifications/recertifications, etc.
16. Compiles information regarding staff performance and training issues, and prepares reports regarding individual staff or targeted training focused on continuous process improvement and a sense of quality awareness.
17. May assist with development and implementation of various training programs, seminars, and work plans for Agency employees, addressing documentation, quality control, and customer service. May train employees in use of computer systems used for verification and quality control standards.
18. Recommends changes in policies/procedures and documentation requirements in accordance with review findings, which will eliminate identified deficiencies or problems and will contribute to efficiency.
19. Provides clarification of policy and procedures in the determination of eligibility and calculation of tenant rent based on questions or problems identified through quality control reviews. Provides clarification to supervisors and line staff regarding application in specific case situations.
20. Regularly reviews HUD and Agency rules and procedures to ensure accuracy of Quality Control reviews established to ensure that Agency quality standards become visible, repeatable, and measurable.
21. Attends relevant Agency meetings to further the development and implementation of quality-focused processes and activities to enhance overall Agency performance levels.
22. Handles documents on a variety of general personal and technical topics of a highly confidential nature and maintains the confidentiality of all documents and information received by or in the possession of the employee.
23. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Education and Experience

Bachelor's degree from an accredited college or university in business, public administration, or related field with two (2) years of experience in the Housing Industry preferred or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Rent Calculation
- Fair Housing
- Public Housing Manger
- Enterprise Income Verification System (EIV)
- Occupancy Specialist

Knowledge and Skills

1. Thorough knowledge of applicable HUD regulations and Agency rules and procedures regarding the determination of eligibility, the calculation of the tenant rent, income limits, voucher limits, and the documentation of information to substantiate the eligibility process.
2. Thorough knowledge of generally accepted business principles, practices, and techniques.
3. Ability to read and comprehend complex material.

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4. Thorough knowledge of data collection and analysis methods and related statistics methods.
5. Ability to analyze data and information and prepare reports, graphs, charts, and spreadsheets and to summarize findings.
6. Skilled in operating computer equipment, applicable Agency software packages and general office machines.
7. Must speak English and be proficient in reading, spelling, speaking and comprehension of complex material.
8. Ability to communicate clearly, concisely, orally and in writing.
9. Ability to deal effectively with situations that require good communications skills, tact, and diplomacy.
10. Ability to establish and maintain effective working relationships with co-workers and persons outside the Agency.

Supervision Controls

The Compliance Specialist receives broad instructions from the Executive Director. The employee initiates and follows through on activities without supervisory direction. Deadlines, priorities, and objectives are developed in consultation with the Executive Director. Problems or situations not covered by instructions are either dealt with independently or in consultation with the supervisor. The employee produces reports on demand detailing activities completed, progress, obstacles, and expected completion dates. The employee's finished work is spot-checked for attainment of objectives and compliance with policies and procedures. The employee has no supervisory responsibilities.

Guidelines

Guidelines followed by the Compliance Specialist include established policies and procedures, applicable reference materials, published laws, regulations, handbooks, notices, training materials, and audit information results. Materials used vary with the issues involved, and independent research is necessary depending on the activity and/or program requirements. Upon personal initiative, the Compliance Specialist may obtain informal guidance and assistance from other Authorities, professional organizations, and housing-related groups.

Complexity

Most of the work performed by the employee is relatively routine but varies from project to project. The employee identifies work that needs to be done, prioritizes, coordinates efforts, and performs the tasks. Occasionally, the employee makes decisions regarding unusual circumstances, conflicting data, or other non-routine circumstances. In those cases, the employee adapts procedures or develops new approaches to the work within their area of expertise or consults the supervisor.

Decisions and issues facing the employee involve whether applicable rules have been applied correctly and whether the outcome is consistent with correct application of program rules. Difficulty may arise when an issue is not a clear violation of PH, HCVP and other program Management rules and procedures, when multiple files are involved, or when extensive research and analysis is required. Broad general knowledge and sound judgment are required to successfully achieve Agency and quality control objectives.

Scope and Effect

The employee's work affects other Agency departments, all of the Agency's housing programs, its residents, and can determine to a great extent the quality of housing and services provided by the Agency. Successful accomplishment of tasks by the employee can enhance the Agency's ability to maintain quality standards in all aspects of its operations and to achieve its goal of providing housing that is decent, safe, and sanitary, and to render adequate services for its residents.

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Personal Contacts

Most of the employee's contacts are with Agency employees, tenants, applicants, and outside agencies. Contact is made to verify, give, obtain, clarify, provide and/or gather information; coordinate, advise, motivate, influence, justify, defend, negotiate, or resolve matters or issues.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, lifting to obtain relatively heavy files and records, and eyestrain from working with computers and other office equipment.
2. Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.
3. Must be able to bend, stoop, push, and pull in the performance of office-related duties.
4. Must be able to use fingers bilaterally and unilaterally to operate office equipment.
5. Must have vision and hearing corrected to be able to perform essential job functions.
6. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must maintain a professional appearance and portray a positive image for the Agency.
8. Must maintain punctuality and attendance as scheduled.
9. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act** (CSA) (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with the Agency. Any applicant for employment who advises the Agency that he/she uses **any form** of marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated.

Other Requirements

1. Must possess a valid driver's license and maintain a good driving record.
2. Must work with the highest degree of confidentiality.
3. Must be available for occasional overnight travel for training.
4. May be required to work an unusual work schedule.
5. Must pass employment drug screening & criminal background check.

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Read and Acknowledge

The Anthony Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Anthony Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED			
EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	