



Texas Department of Housing & Community Affairs  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

## Employment Announcement

### Compliance Monitor in the Compliance Division

<b>Job Posting Number:</b> 18-004	<b>State Classification:</b> Auditor III – IV 1046 / 1048
<b>Division:</b> Compliance	<b>Posting Date:</b> July 21, 2017
<b>Department:</b> Compliance Monitoring	<b>Application Deadline:</b> Open Until Closed By Division
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Date Available:</b> Earliest start date for this position is September 1, 2017
<b>Starting Salary:</b> \$4,584.00 - \$5,250.00 / mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 2	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

##### Auditor III (B19)

Performs moderately complex (journey- level) monitoring work. Work involves examining and reviewing records, reports, and management practices. Performs onsite monitoring reviews to determine compliance with affordable housing programs, including the Housing Tax Credit program, the Tax Exempt Bond program, the HOME Investment Partnership program, the Housing Trust Fund program and the Neighborhood Stabilization program. Conducts desk reviews of affordable housing properties to ensure compliance with the Land Use Restrictive Agreement/Deed Restrictions on a quarterly or annual basis. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

##### Auditor IV (B21)

Performs complex (senior-level) monitoring work to include determining program compliance, conducting monitoring reviews, evaluating reports, reviewing property management practices with specifically the Housing Tax Credit program, the Tax Exempt Bond program, the HOME Investment Partnership program, the Housing Trust Fund program and the Neighborhood Stabilization program to ensure compliance with federal and state requirements. May train employees on program rules and Division procedures. Conduct desk reviews of affordable housing properties to ensure compliance with the Land Use Restrictive Agreement/Deed Restrictions on a quarterly or annual basis. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

##### Auditor III (B19)

- Conduct onsite monitoring reviews at least monthly as assigned.



**Texas Department of Housing & Community Affairs**  
**221 E. 11<sup>th</sup> Street, Suite 106**  
**Austin, TX 78701**  
**(512) 475-3800**  
**Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)**

- Prepares written monitoring reports within 30 days, summarizing results which may address findings of noncompliance, recommendations for corrective action and technical assistance.
- Reviews complex property files, enter data into compliance databases, determines if existing data in databases are accurate and updates databases with accurate information as needed.
- Provides technical assistance during onsite monitoring reviews to strengthen processes, policies and procedures and identify and correct noncompliance issues.
- Prepares written responses to owners, management companies and onsite staff regarding monitoring and corrective action reports and general correspondence letters, memos and emails.
- Reviews submitted corrective action documentation and determines resolution of compliance issues.
- Prepares IRS form 8823 (Low-Income Housing Credit Agencies Report or Noncompliance or Building Disposition) as applicable.
- Conducts desk reviews based on program schedule.
- Reviews Annual Owner's Compliance Reports which may address findings of noncompliance and recommendations for corrective action.
- Prepares written referrals for the Department's Administration Penalties Committee as applicable.
- May conduct training for the Department's First Thursday Income Eligibility training.
- May assist in calculating utility allowances.
- May assist in developing and/or updating Standard Operating Procedures.
- May process open records requests.
- May act as the web liaison for the Division.
- May review and handle consumer complaints for applicability with programs monitored.
- May work on special projects, as needed.
- May prepare materials for training classes provided by the Division.
- May create electronic compliance files.
- Performs filing, faxing, and other similar administrative duties.
- Attends Division and Departmental meeting and trainings.
- Adheres to all Department policies and procedures.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Compliance Division, including performing risk assessments of the Compliance Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Performs other duties as assigned.

#### **Auditor IV (B21)**

- Conduct onsite monitoring reviews at least monthly as assigned.
- Prepares written monitoring reports within 30 days, summarizing results which may address findings of noncompliance, recommendations for corrective action and technical assistance.
- Reviews complex property files, enter data into compliance databases, determines if existing data in databases are accurate and updates databases with accurate information as needed.
- Provides technical assistance during onsite monitoring reviews to strengthen processes, policies and procedures and identify and correct noncompliance issues.
- Prepares written responses to owners, management companies and onsite staff regarding monitoring and corrective action reports and general correspondence letters, memos and emails.
- Reviews submitted corrective action documentation and determines resolution of compliance issues.
- Prepares IRS form 8823 (Low-Income Housing Credit Agencies Report or Noncompliance or Building Disposition) as applicable.
- May train staff on program rules, monitoring processes and Division policy and procedures.
- May edit and approve monitoring work of other staff.
- May assist in developing monitoring objectives, procedures and forms to conduct monitoring reviews.
- Conducts desk reviews based on program schedule.



**Texas Department of Housing & Community Affairs**  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

- Reviews Annual Owner's Compliance Reports which may address findings of noncompliance and recommendations for corrective action. May participate in the planning and organizing of the report.
- Prepares written referrals for the Department's Administration Penalties Committee as applicable.
- May conduct training for the Department's First Thursday Income Eligibility training. May present other trainings conducted by the Division including updating and/or creating training materials.
- Possess proficient knowledge in all affordable housing programs monitored by the Texas Department of Housing and Community Affairs, including the Housing Tax Credit, BOND, HOME rental, HTF and NSP programs.
- May conduct Previous Participation reviews for the Department.
- May represent the Compliance Division at workshops, webinars and public hearings.
- May be assigned as a specialist for a specific affordable housing program.
- May calculate utility allowances.
- May assist in developing and/or updating Standard Operating Procedures.
- May process open records requests.
- May act as the web liaison for the Division.
- May review and handle consumer complaints for applicability with programs monitored.
- May organize, prepare and complete special projects as required.
- May prepare materials for training classes provided by the Division.
- May create electronic compliance files.
- Performs filing, faxing, and other similar administrative duties.
- Attends Division and Departmental meetings and trainings.
- Adheres to all Department policies and procedures.
- Must be able to travel, at least monthly as needed (~25% - 50%).
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Compliance Division, including performing risk assessments of the Compliance's Division high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Auditor III (B19)**

- At least 2 years experience in determining eligibility for housing or other social service program (i.e. food stamps, Medicaid, TANF, Section 8 or any other similar city, state, federal or private program) required.
- Graduation from an accredited four year college or university not required, but preferred.
- At least 2 years of previous work experience in an office setting required.
- Must have or be able to obtain professional designations including Certified Occupancy Specialist and Housing Credit Certified Professional within one year of employment.

### **Auditor IV (B21)**

- Graduation from an accredited four year college or university preferred. One year of appropriate experience may be substituted for one year of college on a year for year basis.
- Previous work experience in an office setting required.
- Should have considerable experience and training in housing programs, including the Housing Tax Credit program, HOME program, and Tax Exempt Bond program.
- Should have considerable knowledge of Section 42 regulations, HOME Final Rule, Compliance Monitoring Rules in the Texas Administrative Code.



Texas Department of Housing & Community Affairs  
221 E. 11<sup>th</sup> Street, Suite 106  
Austin, TX 78701  
(512) 475-3800  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

- Must have, or be able to attain professional designations including Certified Occupancy Specialist and Housing Credit Certified Professional within one year of employment.
- Experience in determining eligibility for housing or other social service program (i.e. food stamps, Medicaid, TANF, Section 8 or any other similar city, state, federal or private program) required.

## FACTORS

### Knowledge, Skills, and Abilities:

- Ability to compose clear and concise reports, letters and general written correspondence. Must gather and analyze accurate and relevant information and be able to evaluate and monitor programs for accuracy, compliance with program requirements and with applicable federal and state rules and regulations.
- Must have the ability to learn and be trained.
- Must have an interest and desire to work in affordable housing and government sector.
- Must be able to travel, at least monthly as needed (~25% - 50%).
- Must possess a valid State of Texas driver's license.
- Must have the ability to establish and maintain working relationships with others.
- Must be able to operate calculator, adding machine, and personal computer. Knowledge of Microsoft Office products.

### ENVIRONMENT/PHYSICAL CONDITIONS

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; stand; climb stairs; sit; use hands to use or handle office tools and equipment, including telephone and computer; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus for work with computers and peripheral vision and depth perception for driving.

### OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

**Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.**

## TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at [www.WorkInTexas.com](http://www.WorkInTexas.com).

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

**Resumes will not be accepted in lieu of your online application.**



**Texas Department of Housing & Community Affairs**  
**221 E. 11<sup>th</sup> Street, Suite 106**  
**Austin, TX 78701**  
**(512) 475-3800**  
Internet: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us)

#### **ADDITIONAL INFORMATION**

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen. Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement. The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded. The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.