



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

Employment Announcement

Fair Housing Research Specialist in the Fair Housing, Data Management & Reporting Division

Job Posting Number: 18-010	State Classification: Research Specialist IV
Division: Fair Housing, Data Management & Reporting	Posting Date: August 8, 2017
Department: Fair Housing, Data Management & Reporting	Application Deadline: Open Until Closed By Division
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Date Available: Earliest start date for this position is September 1, 2017
Starting Salary: \$4,083.00 - \$5,000.00 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

This position is a temporary position estimated to be filled through approximately June 2019.

Performs advanced (senior-level) research, policy and data analysis work involving coordinating and performing the development, implementation and review of the specific research project described below. Works under limited supervision of the Fair Housing Project Manager, and reporting to the Deputy Executive Director responsible for Fair Housing activities, with considerable latitude for the use of initiative and independent judgment.

This position will work on the production of the State's submission under United States Department of Housing and Urban Development's (HUD) Affirmatively Furthering Fair Housing Rule ("the rule") adopted on August 17, 2015, which governs what block grant recipients of HUD Community Planning and Development (CPD) funds and Public Housing Authorities must do to affirmatively further fair housing and the tool by which they can identify those steps. TDHCA serves as the lead for the State of Texas in the preparation of this document, but does so in coordination with the other state agency recipients of CPD funds. The rule contemplates replacing the previously required Analysis of Impediments to Fair Housing Choice (AI) with a new Assessment of Fair Housing (AFH) tool, which uses HUD-generated data, and a significant community participation process. The state must follow the current AI process until submitting an AFH; however, the final State AFH tool has not been released by HUD. Therefore, it is possible that the State of Texas may prepare and submit an AI, as opposed to an AFH. Whichever document is required must be submitted to HUD from the State of Texas in May 2019. This posted position will work on this project – and the accompanying research and data analysis – under whichever document format is ultimately required by HUD for TDHCA as both a CPD recipient and in its capacity as a Housing Authority (Fair Housing reports).



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SPECIFIC JOB FUNCTIONS

- Coordinates, plans, develops, and reviews the research project work.
- Works with a team to determine the scope, methodologies, specifications, policies, and procedures of the various components and aspects of the areas to be evaluated within the project.
- Reviews and organizes data collection and applies quantitative and qualitative analysis methods to research data collected.
- Conducts housing policy analysis.
- Develops quality assurance procedures, and conducts quality assurance reviews of the data and documents generated within the project.
- Uses statistical methods and relational databases or other programs to analyze data sets.
- Collects, compiles, and analyzes research data.
- Learns to access and become proficient in HUD's Assessment of Fair Housing (AFH) tool and data resources.
- Public comment notification, tracking, summarizing and response activities related to a robust public input process associated with the project.
- Coordinates, and performs, the preparation of reports and research findings.
- Uses strong technical writing skills to summarize and relay findings.
- Researches federal and state regulations directly governing fair housing issues, and/or possibly having fair housing implications as part of the research project.
- Develop public hearing, input session, and training materials and host hearings and/or presentations that address fair housing, draft fair housing documents of the Department, and other related issues.
- May assist in designing and creating computer programs for research applications.
- Assists, as needed, in preparing budget estimates and preparing budget reports.
- Participates in coordinating with other state agencies receiving HUD funds in the coordination of fair housing related activities, including collection of data for completion of FH documents, plans and reports.
- Provides consultation and technical advice on research methods and techniques.
- May also perform other work, as assigned, to affirmatively further fair housing in the administration of the Department's programs.
- May utilize ArcGIS software to analyze demographic data and spatial information.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in the Fair Housing, Data Management & Reporting Division, including performing risk assessments of the Fair Housing, Data Management & Reporting Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major course work in urban planning, public administration, statistical analysis, research, other relevant area. Experience and education may be substituted for one another.
- Experience in research, planning, and policy analysis.
- Prior experience with databases, data management, analysis of large datasets including Census data, and compiling performance reports for policy direction.
- Project management experience.
- Report writing experience.
- Experience with public outreach such as survey, focus groups, or public meetings.
- Experience with fair housing preferred.
- Experience with Geographic Information Systems preferred.



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FACTORS

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of statistical concepts and methods and data analysis processes and their application to research; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies.
- Skill in conducting qualitative and quantitative research using proper research methods, in the use of a computer and applicable software, and in using statistics, data analysis tools, databases, and programs.
- The ability to interpret and explain housing policy implications from qualitative and quantitative research.
- Ability to plan, organize, and coordinate research projects; to evaluate research data, and to interpret data results.
- Strength needed in effectively communicating data to non-technical audiences, and in technical writing.
- Knowledge of fair housing concepts; principles; and of local, state and federal laws relating to Fair Housing.
- Ability to organize and report from third party data sources, particularly towards compiling to make holistic conclusions.
- Verbal and written communication skills.
- Ability to gather, assemble, correlate and analyze data and facts; to analyze and evaluate planning materials.
- Ability to plan and schedule work independently.
- May require travel up to 10% of the time.

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.

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.

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.



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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.