



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

Trainer in the Community Affairs Planning Division

Job Posting Number: 18-017	State Classification: Training Specialist V/1785
Division: Planning	State Pay Grade: B21
Department: Community Affairs	Posting Date: August 31, 2017
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$5,000-\$5,500 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs highly complex (senior-level) consultative services and technical assistance work for Community Affairs Division (CAD) programs, primarily technical assistance in the Weatherization Assistance Program. Work involves reviewing systems, procedures, and operations to assist CAD management in quality assurance; evaluating existing processes, controls and operations; planning and developing programmatic improvements to address identified areas in need of process and technical improvements, and providing high-level training to subgrantee agencies. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Works with management to develop a strategy for continuous improvement of CAD programs, to include training, technical assistance, and process improvement.
- Formulates and develops training manuals, training aids and other materials to meet the specific needs of the CAD and its subgrantee agencies.
- Provides guidance to staff in the development and integration of new methods and procedures.
- Identifies long-range training goals and designs programs to assist subrecipient agencies achieve program goals and requirements.
- Identifies subgrantee processes, controls and operations requiring improvement to ensure efficient operation and maximize ability to meet federal performance objectives.
- Develops and implements new and updated policy and procedure guidelines to achieve desired performance standards.



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- Assists in preparation of training curricula for CAD programs as assigned.
- Reviews comprehensive technical records and reports that present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Researches, designs, develops, evaluates, and reviews training progress and materials; and recommends modifications as appropriate for federally funded programs.
- Adheres to department policies and procedures. Complies with applicable safety rules, regulations and standards.
- Performs other related duties as assigned by immediate supervisor and other management.
- Travel required is minimum 50%.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in the Community Affairs Division, including performing risk assessments of the Community Affairs Division high impact processes and identifying and communicating controls to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- A Bachelor's degree from an accredited college/university with a major in a field related to the Department's mission or administrative requirement, five or more years of experience in weatherization field work, and two or more years of qualifying experience with a government agency or social service agency.
- or*
- Ten or more years of experience in weatherization field work and four or more years of qualifying experience with a government agency or social service agency.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Must be certified as a Weatherization Quality Control Inspector
- Experience, degree, or certification in Building Performance Institute (BPI), Texas Home Energy Rater Organization (HERO), Residential Energy Services Network (RESNET) or experience in building science principles, preferred. Must be familiar with the International Residential Code.
- Ability to plan, coordinate, and administer process improvement activities; to ensure compliance with state and federal regulations; and to identify problems and develop solutions.
- Ability to evaluate problems, to develop alternative solutions, to develop and interpret policies and procedures, to design programs or training, to implement policies and procedures, to prepare concise reports, and to effectively communicate verbally and in written form.
- Knowledge of local, state, and federal laws and regulations relevant to program area.
- Ability to frequently interact with Department employees and management and to maintain a good working relationship with grantor and subrecipient agencies' subrecipient staff.



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- Knowledge of training procedures and techniques.
- Knowledge of education principles, practices, and techniques.
- Knowledge of group process, group dynamics, and interpersonal relations.
- Knowledge of instructional design and curriculum development.
- Skill in instructing others and facilitating workshops.
- Ability to formulate learning objectives, to develop training objectives, to assess the effectiveness of training, to communicate effectively.
- Ability to assess training needs, and to supervise the work of others.
- Skill in conducting weatherization inspections, in determining proper courses of action, and in using instruments or tools necessary to perform weatherization inspections.
- Ability to prepare reports; to analyze data; to interpret laws and regulations; and to assign and/or supervise the work of others.

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.

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.



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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.