



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: 18-031	State Classification: Training Specialist IV/1784
Division: Community Affairs	State Pay Grade: B19
Department: Planning	Posting Date: December 18, 2017
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$4,000-\$5,000 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs highly complex (senior-level) consultative services and training and technical assistance work for Community Affairs Division (CAD) programs with emphasis on the Community Services Block Grant (CSBG). Performs an array of technical assistance, training, research, planning, program assessment, and administrative activities. Work involves providing training and technical assistance in operating efficient and effective programs within required guidelines to subrecipient agencies. Must have knowledge of Results Oriented Management and Accountability (ROMA) process as well as CSBG Organizational Standards and CSBG Tripartite Board procedures. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Responsible for becoming fully knowledgeable of federal and state regulations regarding the CSBG program, Low Income Home Energy Assistance Program (LIHEAP), and the Weatherization Assistance Program (WAP).
- Leads CAD related training events in a variety of formats in small or large group settings
- Collects, organizes and analyzes program data to identify appropriate instructional strategies and develop measurable learning objectives.
- Designs and develops training content using instructional design and adult learning principles for various delivery options.
- Formulates and develops training manuals, training aids and other materials to meet the specific needs of the CAD and its subgrantee agencies while using the most appropriate learning methods for the subject matter.



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- Gathers and analyzes evaluation data and provides feedback on training effectiveness.
- Conducts follow-up and tracking of agency progress and agency performance outcomes following training events.
- Prepares various written materials that clearly and effectively communicate concepts, policies and procedures.
- Provides technical assistance to Department and subrecipient agency staff.
- Remains aware of new methods and requirements; and recommends modifications to training materials and procedures as appropriate.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its effect in Community Affairs-Planning, including performing risk assessments of Community Affairs-Planning's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- Complies with all applicable safety rules, regulations and standards.
- Adheres to all Department policies and procedures.
- Performs other related duties as assigned.
- Travel required is 50%.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major course work in a field related to Community Affairs programs with at least three years experience in CSBG and at least two years of qualifying experience with a government or social service agency; **or**
At least six years of experience in CSBG and at least four years of qualifying experience with a government or social service agency.
- At least two years experience developing and delivering training curricula.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Ability to plan, coordinate, and administer quality training and technical assistance activities to ensure compliance with state and federal regulations.
- Ability to formulate learning objectives, to develop training objectives, and to assess the effectiveness of training.
- Ability to work with multi-media development applications.
- Ability to conduct post training follow-up and tracking of progress and outcomes.
- Ability to design assessments/instruments that gauge learner mastery of objectives.
- Clear, concise and effective verbal and written communication.
- Knowledge of ROMA, CSBG Organizational Standards, and CSBG Board requirements



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- Ability to prepare reports; to analyze data; and to interpret laws and regulations.
- Must have the ability and desire to learn and to be trained.
- Must have an interest and desire to work in the government sector with federal poverty-related programs.
- Must possess a valid State of Texas driver's license.
- Must be proficient in the use of Microsoft Office Word, Excel, Outlook, and PowerPoint.

PHYSICAL REQUIREMENTS:

- Ability to lift up to 40 lbs.
- Ability to carry up to 40 lbs.
- Ability to sit and/or stand for long periods of 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.

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.



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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.