



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

### Fair Housing Research Specialist in the Fair Housing, Data Management and Reporting Division

<b>Job Posting Number:</b> 18-042	<b>State Classification:</b> Technical Writer II/1871
<b>Division:</b> Data Management and Reporting	<b>State Pay Grade:</b> B20
<b>Department:</b> Fair Housing	<b>Posting Date:</b> April 18, 2018
<b>Established Work Hours:</b> 8:00 A.M. – 5:00 P.M.	<b>Application Deadline:</b> Open Until Closed By Division
<b>Starting Salary:</b> \$2,822.25 – \$3,717/ mo.	<b>Duration:</b> Temporary Part Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

***This position is a temporary position estimated to be filled through approximately March 2019 with the potential to extend.***

Performs advanced (senior-level) technical writing work. Work involves coordinating the composition, organization, and editing of compiled information for 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 the 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. 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. Under the rule TDHCA will perform an Analysis of Impediments to Fair Housing Choice ("AI") with a significant community participation process. The AI will be completed by May 2019.*

NOTE: This position is being posted to be filled within a range of 20 to 30 hours per week depending on the scheduling needs of the candidate and the candidate's qualifications. The salary range posted reflects the salary of a 30 hour/week position. However, it will be adjusted proportionally at the time an offer is made if the schedule being offered is fewer than 30 hours/week.



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### **SPECIFIC JOB FUNCTIONS**

- Composes, reviews, and edits technical documents, materials, and reports.
- Reviews, analyzes, and summarizes data and documents.
- Organizes and garners approval for report layout, format, graphics, organization and content.
- Plans and schedules document delivery timeframes.
- Coordinates, drafts and performs, the preparation of reports and research findings.
- Uses strong technical writing skills to summarize and relay findings and relay analysis.
- Collects, compiles, and analyzes research data.
- Tracks, organizes and summarizes public comments generated from a robust public input process associated with the project.
- Researches, and then summarizes, federal and state regulations directly governing – and indirectly affecting - fair housing issues, and/or possibly having fair housing implications as part of the research project.
- Performs literature review on relevant research and legal articles.
- Prepares, refines and develops 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.
- 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.
- May also perform other work, as assigned, to affirmatively further fair housing in the administration of the Department's programs.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- Graduation from an accredited four-year college or university with major course work in law, urban planning, public administration, business administration, English, research, other relevant area. Experience and education may be substituted for one another.
- Graduate research work and report writing preferred.
- Experience in research, planning, and policy analysis.
- Experience with housing policy preferred.

### **OTHER FACTORS**

**Knowledge, Skills, and Abilities:**



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- Ability to conduct research; to compose, review, illustrate, and edit technical documents, materials, and reports; to communicate effectively.
- The ability to translate numerical analysis to accurate and clear writing.
- Knowledge of the techniques and methods of planning, organizing, and writing various types of materials; and of research methodology.
- The ability to interpret and explain housing policy implications from qualitative and quantitative research.
- Strong technical writing skills required; samples will be requested.
- Ability to plan, organize, and coordinate research projects; to evaluate research data, and to interpret data results.
- Strength needed in effectively communicating research, studies, findings, and data to non-technical audiences, and in technical writing.
- Verbal and written communication skills.
- Ability to gather, assemble, correlate and analyze data and facts; to analyze and evaluate planning materials.
- May require travel up to 10% of the time.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit for long periods of time
- Ability to lift up to 10 lbs.
- Normal work environment.

**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.



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**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.

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.