



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

### Performance Specialist in the Home & Homelessness Programs Division

<b>Job Posting Number:</b> 19-019	<b>State Classification:</b> Program Specialist III/1572
<b>Division:</b> Performance	<b>State Pay Grade:</b> B19
<b>Department:</b> Home & Homelessness Programs	<b>Posting Date:</b> January 23, 2019
<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> \$ 4,250 – \$4,750 mo.	<b>Duration:</b> Full Time
<b>Number of Openings:</b> 1	<b>Location:</b> Austin, Texas

#### GENERAL DESCRIPTION

**\*\*REPOSTED:** Candidates who previously applied for job posting #19-011 remain in the applicant pool and do not need to re-apply\*\*

Performs complex (journey-level) consultative and technical work in the planning, development and implementation for the Department's HOME and Homelessness Programs Division (HHPD), with primary focus on the Emergency Solutions Grants Program (ESG) Homeless Housing and Services Program (HHSP), and secondary focus on the single-family HOME Program (HOME). Provides direct assistance and partnerships with units of local governments and non-profit entities in accordance with federal, state, and department rules. Work involves providing technical assistance and guidance to participating organizations, the general public, and other TDHCA staff, and review of submissions from participating organizations for eligibility. May train others. Work is performed under the direction of the Director of HHPD with general oversight by the HOME Program Manager and with moderate latitude for the use of initiative and independent judgment.

#### SPECIFIC JOB FUNCTIONS

- Reviews information submitted by participating organizations to ensure eligibility under the Division's program guidelines and compliance with federal, state, and department rules, regulations and policies. Reviews information submitted by HOME Program participating organizations to ensure household program eligibility under tenant-based rental assistance, homeowner rehabilitation assistance, homebuyer downpayment assistance and single family development program guidelines.



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- Provides technical assistance and oversight during subrecipient administration of homelessness program contracts, including review of required performance reports and expenditure reports. Ensures that reviews are performed timely and that documentation submitted meets applicable requirements.
- Collaborates with ESG subrecipients to ensure that federal reporting is submitted timely and in a manner that fulfills the federal requirements.
- Provides technical assistance and guidance to participating organizations with regard to HHPD program requirements and guides organizations through the effective implementation of a HHPD programs in their communities.
- Reviews and evaluates the performance of organizations providing homelessness assistance and affordable housing through HHPD programs and offers guidance and assistance by building positive relationships with grant recipients, maintaining consistent and effective communication with recipients, and developing and conducting program trainings.
- Ensures documentation submitted for single family HOME loan programs conforms to loan closing requirements. Provides guidance and oversight during construction of affordable housing units including reviews of draw requests, construction inspection reports, and project completion reports. Ensures that reviews are performed timely and that documentation submitted meets applicable requirements.
- Refines subrecipient performance report criteria in relation to Homeless Management Information System data standards and recommends appropriate changes.
- Recommends appropriate changes to participating organizations and guides participants in implementing effective procedures in the administration of HHPD program funds.
- Educates other divisions and departments about HHPD programs and cross-trains in other divisions and Department functions.
- Assists management in reviewing and developing program marketing and training materials, rules and guidelines, improving program performance, determining trends, resolving operational problems and making recommendations to the division management.
- Markets the homelessness programs by participating in or leading workshops and speaking to community and professional groups about HHPD programs.
- Prepares administrative and technical reports, studies, and specialized research projects, as assigned.
- Performs related work as assigned.
- Travel as required. Approximate travel is 10%.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the HOME and Homelessness Programs Division, including performing risk assessments of the HOME and Homelessness Programs Division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**



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- Graduation from an accredited four-year college or university with major course work in public administration, business administration, or social services is generally preferred.
- Experience or education may be substituted for one another on a year for year basis with a minimum of two years of relevant experience required.
- Experience with management or monitoring of contracts is generally preferred, experience in monitoring subrecipient contracts for housing or homelessness program activities is highly preferred with increasing preference for more experience.
- Direct programmatic/administration experience with HUD Programs is generally preferred. Direct programmatic/administration experience with the ESG or HHSP programs is highly preferred.

## OTHER FACTORS

### Knowledge, Skills, and Abilities:

- Technical knowledge and experience with homelessness and/or federal housing programs; experience with the ESG Program or HHSP Program is highly preferred.
- Must possess the ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare concise reports; to develop and evaluate policies and procedures.
- Knowledge of and experience with HMIS or SAGE reporting preferred.
- Must possess the ability to establish and maintain effective working relationships with coworkers, state agencies, local government officials, nonprofit organizations, and the general public.
- Must possess proficient knowledge and skill in the use of Microsoft Office including Word, Excel, PowerPoint, Outlook, and Access.
- Must possess excellent written and oral communication skills.
- Must possess the ability to speak to the public. Experience in both small and large settings, ability to organize and produce cogent presentations.
- Must possess the ability to adapt to changing workloads and deadlines.
- Must possess the ability to set priorities and organize workload.
- Must be willing to work overtime.

### PHYSICAL REQUIREMENTS:

- This classification functions in a standard office environment. Ability to drive and travel as needed. Will need to move about the office to access file cabinets, use office machinery, attend meetings in various offices and conference rooms, etc. Must be able to communicate and exchange accurate information via phone, computer, and in person. Must be able to observe and evaluate data in a variety of formats, including hard copy, electronic, and various media formats. Must be able to work non-standard hours including the ability to work beyond 40 hours per week as needed and in compliance with the FLSA.



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**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.**

**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.