

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Housing Examiner
<u>MAJOR AGENCIES:</u> Ohio Department of Development only

<u>SERIES NO.:</u> 6735
<u>EFFECTIVE DATE:</u> 12/29/2001

SERIES PURPOSE:

The purpose of the housing examiner occupation is to monitor government subsidized housing projects in field for compliance with government regulations.

At the first level, incumbents learn to &/or assist in monitoring government subsidized housing projects in field &/or process government subsidized housing vouchers.

At the second level, incumbents independently monitor government-subsidized housing projects in field.

At the first lead worker level, incumbents act as lead worker in monitoring government subsidized housing projects in field & assist in developing policies & procedures.

At the second lead worker level, incumbents independently analyze physical & file inspections &/or approve all vouchers processed by lower-level examiners to ensure total accuracy, oversee multiple funding programs & act as lead worker over lower level examiners.

This classification is reserved for use by the Ohio Department of Development only.

CLASS TITLE:
Housing Examiner 1

CLASS NUMBER:
67351

EFFECTIVE DATE:
12/29/2001

CLASS CONCEPT:

The entry level class works under general supervision & requires working knowledge of government subsidized housing projects &/or regulations in order to learn to & assist in monitoring government subsidized housing projects in field for compliance with government regulations &/or process government subsidized housing vouchers.

CLASS TITLE:
Housing Examiner 2

CLASS NUMBER:
67352

EFFECTIVE DATE:
12/29/2001

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of government subsidized housing projects &/or regulations in order to independently monitor government subsidized housing projects in field for compliance with government regulations.

CLASS TITLE:
Housing Examiner 3

CLASS NUMBER:
67353

EFFECTIVE DATE:
12/29/2001

CLASS CONCEPT:

The first lead worker level class works under general direction & requires considerable knowledge of government subsidized housing projects &/or regulations in order to act as lead worker (i.e., monitors & reviews work, trains staff & coordinates activities) over lower-level housing examiners engaged in monitoring government subsidized housing projects in field for compliance with government regulations.

CLASS TITLE:
Housing Examiner 4

CLASS NUMBER:
67354

EFFECTIVE DATE:
02/09/2003

CLASS CONCEPT:

The second lead worker level class works under minimal direction & requires thorough knowledge of government subsidized housing projects & tax credit projects &/or regulations in order to independently analyzes & approve all vouchers processed by lower-level examiners to ensure total accuracy &/or conduct financial, operational & compliance review of site inspection findings to ensure adherence to government housing regulations (i.e., ensures issuance of 8823's are warranted) & oversee multiple funding programs & act as lead worker over lower level examiners.

<u>CLASS TITLE:</u> Housing Examiner 1	<u>CLASS NUMBER:</u> 67351	<u>BARGAINING UNIT:</u> 14
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EFFECTIVE DATE:
12/29/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Learns to & assists in monitoring government subsidized housing projects &/or tax credit projects (e.g., low income housing tax credit, Section 8, HOME, new construction & substantial rehabilitated multifamily rental dwellings) in field for compliance to government regulations (e.g., code of federal register, fair housing act, Ohio landlord/tenant laws, Federal Housing Urban Development regulations, internal revenue code) &/or process government subsidized housing vouchers.

Assists in examination & review of Section 8 tenant certifications & housing assistance payments for accuracy, completeness & legitimacy for local communities (e.g., local subsidized housing communities) in Ohio; assists in analyzing tenant & voucher data submitted by local communities to determine accuracy & compliance to regulations; assists in entering & updating computer files & notifies local communities of discrepancies; assists with interior & exterior physical inspections of occupied subsidized multifamily projects &/or tax credit projects to evaluate overall performance of building owners/managers regarding occupancy requirements, subsidy fund controls, environmental controls, administration & maintenance; assists in performing site inspections of local communities for curb appeal, routine maintenance & general overall appearance; assists in preparing physical inspection reports & evaluations of government subsidized housing projects; assists in planning & scheduling site visits; assists in advising building owners/managers, general public or government officials on routine occupancy matters (e.g., admissions, income limits, rent determinations, family income certification, management/tenant difficulties).

Assists in maintaining subsidized housing files &/or tax credit compliance files (e.g., account balances, active/inactive tenant certification, periodic review, rent increase, budget, contract) for each local community.

MAJOR WORKER CHARACTERISTICS:

Knowledge of subsidized housing projects &/or tax credit projects' policies & procedures; accounting; bookkeeping; computer programs*. Skill in operation of computer & word processor*; operation of copier*; operation of calculator*. Ability to physically inspect subsidized housing projects; review tenant certifications, housing assistance payments for accuracy & completeness; handle routine inquiries from local communities, general public or government officials; cooperate with co-workers on group assignments; prepare inspection reports & correspondence.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in accounting; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires extensive travel, regular overnight stays, exposure to unsanitary conditions & violent persons &/or persons who may be under the influence of drugs.

<u>CLASS TITLE:</u> Housing Examiner 2	<u>CLASS NUMBER:</u> 67352	<u>BARGAINING UNIT:</u> 14
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EFFECTIVE DATE:

12/29/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently monitors government subsidized housing projects &/or tax credit projects (e.g., low income housing tax credit, Section 8, HOME, new construction & substantially rehabilitated multifamily rental dwellings) in field for compliance to government regulations (e.g., code of federal register, fair housing act, Ohio landlord/tenant laws, federal housing urban development, internal revenue code, Tax Reform Act of 1986).

Examines & reviews Section 8 tenant certifications &/or tax credit tenant income certifications along with supporting documents & rent records & housing assistance payments for accuracy, completeness & legitimacy for local communities (e.g., local subsidized housing communities) in Ohio; evaluates financial data, determines annual adjustment factor & computes annual rent increases; evaluates local community expenditures (e.g., taxes, insurance, utilities) to determine need of additional subsidy & calculates special rent increases; analyzes consumption data (e.g., gas, electric, water) for resident paid utilities to determine utility allowance for each unit size within local community; reviews government accounting data (e.g., financial statements, balance sheets, statement of profit & loss, source & disposition of funds, cash surplus statement, auditor summary) & compiles into computer for spreadsheet analysis in calculation of rent increase; writes projected funding requirements for local communities, monitors use of funds & identifies shortfalls requiring revision of budget; travels to local communities to conduct interior & exterior physical inspections of occupied subsidized multifamily projects to evaluate overall performance of building owners/managers regarding occupancy requirements, subsidy of fund controls, environmental controls, administration & maintenance; conducts site inspections of local communities for curb appeal, routine maintenance & general overall appearance; plans & schedules site visits; advises building owners/managers, general public & government officials on complex occupancy matters (e.g., admissions, income limits, rent determinations, family income certification, grievance procedures, fair housing); develops training guide materials for building owners/managers on government or agency policies.

Maintains subsidized housing files & tax credit compliance files (e.g., account balances, active/inactive tenant certification, periodic review, rent increase, budget contract) for local communities; attends housing industry seminars or meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of subsidized housing projects & tax credit project policies & procedures; accounting; bookkeeping; computer programs*. Skill in operation of computer & word processor*; operation of copier*; operation of calculator*. Ability to physically inspect subsidized housing projects; review government accounting data for accuracy & completeness; handle complex inquiries from local communities, general public or government officials; prepare inspection reports & computer spreadsheets; cooperate with co-workers on group assignments.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting; must be able to provide own transportation.

-Or 18 mos. trg. or 18 mos. exp. in accounting; 6 mos. trg. or 6 mos. exp. in maintenance/monitoring of subsidized housing projects or regulations; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires extensive travel, regular overnight stays, exposure to unsanitary conditions & violent persons &/or persons who may be under the influence of drugs.

<u>CLASS TITLE:</u> Housing Examiner 3	<u>CLASS NUMBER:</u> 67353	<u>BARGAINING UNIT:</u> 14
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EFFECTIVE DATE:

12/29/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (e.g., monitors & reviews work, trains staff & coordinates activities) over lower-level housing examiners engaged in monitoring government subsidized housing projects &/or tax credit projects (e.g., low income housing tax credit, Section 8, HOME, new construction & substantially rehabilitated multifamily rental dwellings) in field for compliance to government regulations (e.g., code of federal register, fair housing act, Ohio landlord/tenant laws, federal housing urban development, internal revenue code, Tax Reform Act of 1986) & assists in developing policies & procedures for subsidized housing projects.

Monitors reviews of Section 8 tenant certifications &/or tax credit tenant income certifications & housing assistance payments for accuracy, completeness & legitimacy for local communities (e.g., local subsidized housing communities) in Ohio; evaluates local community expenditures (e.g., taxes, insurance, utilities) to determine need of additional subsidy & calculates special rent increases; analyzes consumption data (e.g., gas, electric, water) for resident paid utilities to determine utility allowance for each unit size within local community; reviews government accounting data (e.g., financial statements, balance sheets, statement of profit & loss, source & disposition of funds, cash surplus statement, auditor summary) & compiles into computer for spreadsheet analysis in calculation of rent increase; travels to local communities to conduct interior & exterior physical inspections of occupied subsidized multifamily projects to evaluate overall performance of building owners/managers regarding occupancy requirements, subsidy of fund controls, environmental controls, administration & maintenance; conducts site inspections of local communities for cub appeal, routine maintenance & general overall appearance; writes physical inspection reports & evaluations; plans & schedules site visits; advises building owners/managers, general public & government officials on complex occupancy matters (e.g., admissions, income limits, rent determinations, family income certification, grievance procedures, fair housing); develops training guide materials for building owners/managers on government or agency policies.

Oversees subsidized housing files &/or tax credit compliance files (e.g., account balances, active/inactive tenant certification periodic review, rent increase, budget contract) for local communities; attends or oversees training for staff, building owners/managers, government officials or private organizations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of subsidized housing projects &/or tax credit project policies & procedures; accounting; bookkeeping; computer programs*; employee training & development*. Skill in operation of computer & word processor*; operation of copier*; operation of calculator*. Ability to physically inspect subsidized housing projects; review government accounting data for accuracy & completeness; handle complex inquiries from local communities, general public or government officials; prepare inspection reports & computer spreadsheets; cooperate with co-workers on group assignments; oversee financial work of others & identify mistakes.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting; 12 mos. trg. or 12 mos. exp. in maintenance/monitoring of subsidized housing projects or regulations; must be able to provide own transportation.

-Or 12 mos. trg. or 12 mos. exp. in accounting; 12 mos. trg. or 12 mos. exp. in maintenance/monitoring of subsidized housing projects or regulations; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employee must obtain certification in related housing specialized area (i.e., Housing Credit Certified Professional or Affordable House Management certification.

UNUSUAL WORKING CONDITIONS:

Requires extensive travel, regular overnight stays, exposure to unsanitary conditions & violent persons &/or persons who may be under the influence of drugs.

<u>CLASS TITLE:</u> Housing Examiner 4	<u>CLASS NUMBER:</u> 67354	<u>BARGAINING UNIT:</u> 14
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EFFECTIVE DATE:

02/09/2003

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Independently acts as voucher/quality control reviewer &/or tax credit inspection quality control reviewer on daily basis by analyzing & approving all vouchers &/or tax credit inspections processed by lower-level examiners to ensure total accuracy (i.e., determines if staff is following rules & guidelines for processing & meeting anticipated production; instructs staff to correct, reduce & eliminate errors, obtains missing data to complete processing & determines whether additions/corrections to computer/hardcopy files should be made; or reviews special computer printouts to identify possible overpayments, addresses calls from referred customers or those whose files were identified as requiring possible corrections & forwards information to budget office for recovery of overpayments; reviews files to ensure appropriate calculation or accounting corrections have been made or makes corrections as necessary; verifies accuracy off & signs off on vouchers &/or notifications of noncompliance; &/or submits vouchers to finance office in order to issue payment to property owners & corresponds with property owners to clarify questions or concerns regarding voucher &/or noncompliance processing.

OR

Conducts financial, operational & compliance review of site inspection findings to ensure adherence to government housing regulations (i.e., ensures issuance of 8823's are warranted) & to justify findings & recommendations; attends meetings to review or participate in discussion of inspection findings with appropriate representatives (e.g., management, entity audited, housing examiners); oversees & assists in preparing &/or prepares necessary work papers, related inspection materials, preliminary inspection reports & final inspection report or draft inspection report to summarize activities, findings & recommendations to improve deficiencies or non-compliance; provides management with information concerning effectiveness of operations of areas of inefficiency & non-compliance with policies & regulations; assists lower-level examiners in resolving most complex inspection problems

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Acts as lead worker over lower level examiners (e.g., coordinates preparation for & scheduling of onsite large property reviews; coordinates manpower planning, field support, which sites are to be inspected in given time frame; forecasts number of property inspections to be completed annually; communicates with property manager regarding site visit procedures & resources &/or information needed in order to conduct review); acts in absence of supervisor to ensure continued functioning of unit/office.

&/OR

Conducts onsite reviews of larger properties to determine compliance / non-compliance of established policies & guidelines of TE Bond & Home programs (e.g., introduces inspection team & briefs owner on inspection process); randomly selects management files for review to ensure required documents are included (e.g., calculate & ensure correct utility allowance & rent rolls; prepare inspection sheets; pull income limits stated by property owner & ensures income levels meet requirements; analyzes original planning, preservation & development files to ensure owner meets original equipments); conducts physical inspections of property units; informs management of findings during inspection process; conducts out of compliance briefing for owner & management staff.

Analyzes information gathered during onsite reviews to finalize findings & initiate corrective action plan for property owners (e.g., prepares & sends owner notification of non-compliance; establishes 60 day correction period; corresponds with property owners during correction period to reconcile discrepancies; closes correction window with owner & makes recommendations; answers questions regarding HOME or Bond programs); analyzes year-to-date results of onsite inspections, owner certification & Applications Oriented Design (i.e., A.O.D) entries / inspections to ensure program equipments are always met; prepares & submits notifications of non-compliance & supporting documentation to property owners.

Enters owner / property status information onto AOD software; tracks status & create spreadsheets for analysis; prepares for & conducts monthly training sessions for staff members & external customers; coordinates & conducts orientation for staff of new property owners (e.g., familiarize with regulations).

MAJOR WORKER CHARACTERISTICS:

Knowledge of subsidized housing projects &/or tax credit projects policies & procedures; accounting; bookkeeping; computer programs*; employee training & development*; lead work; public relations; TE Bond Manual; Ohio Revised Code Section 142; HOME regulations; Americans with Disabilities Act; Ohio Housing Finance Agency (OHFA) guidelines; Ohio Revised Code relative to tenant/owners rights; Tenant Landlord Act, HUD & IRS regulations & Fair Housing Law. Skill in operation of computer & word processor*; operation of copier*; operation of calculator*; Microsoft Word *; Excel *; Access *; Application Oriented Design (A.O.D); circuit detector *; tape measure *. Ability to physically inspect subsidized housing projects; interpret extensive variety of technical material in books, journals & manuals; calculate fractions, decimals & percentages; use research methods in gathering data; review government accounting data for accuracy & completeness; handle complex inquiries from local communities, general public or government officials; prepare inspection reports & computer spreadsheets; cooperate with co-workers on group assignments; oversee financial work of others & identify mistakes.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in accounting; 24 mos. trg. Or 24 mos. exp. in maintenance/monitoring of subsidized housing projects or regulations; Certification required in related housing specialization area (e.g., Housing Credit Certified Professional or Affordable Housing Management certification); must be able to provide own transportation.

-Or 24 mos. trg. or 24 mos. exp. in accounting; 24 mos. trg. Or 24 mos. exp. in maintenance/monitoring of subsidized housing projects &/or tax credit projects; Certification required in related housing specialization area (e.g., Housing Credit Certified Professional or Affordable Housing Management certification); must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires extensive travel, regular overnight stays, exposure to unsanitary conditions & violent persons &/or persons who may be under the influence of drugs.