



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: HOUSING SPECIALIST I - III

DEFINITION: Under supervision, performs increasingly more complex activities in the federal Section 8 Rental Assistance Program and/or other housing assistance programs under the Housing Authority.

REPORTS TO: Housing Assistance Coordinator and/or Housing Assistance Officer

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - Under direct supervision, performs the entry-level duties of the classification
- Grade Level II - Under general supervision, performs the journey-level duties of the classification including annual recertification of clients and inspections
- Grade Level III - Under direction, performs the more complex duties of the classification including those involving client intake, moves, or portability between agencies; may serve in a lead capacity; and, may act as the primary trainer.

EXAMPLES OF DUTIES:

- Interviews applicants for initial eligibility and advises them of applicable rules, policies, and procedures governing eligibility and occupancy;
- Researches and verifies eligibility information including that related to preference;
- Conducts special and interim interviews of tenants related to changes in household composition and income, or moves, including portabilities;
- Determines continued eligibility as required in accordance with established rules, policies, and procedures;
- Calculates tenant's rent payment and housing assistance payment;
- Manages assigned caseload;
- Performs data entry for an automated record keeping system;
- Studies and reviews violations of tenant obligations and responsibilities;
- Prepares and types reports and correspondence;
- Conducts group and individual briefing sessions for new participants, moves, and others;
- Researches possible fraud cases and makes recommendations;
- Deals with and resolves difficult problems and issues that involve owners and/or tenants;
- Inspects prospective and assisted housing to ensure conformance with HUD standards and determines necessary corrections;
- Determines rents in accordance with HUD guidelines and discusses rents with landlords;
- Processes claims for unpaid rents, damages, security deposit guarantees, and vacancy losses;
- May conduct interviews and briefings at the homes of tenants when necessary;
- May represent Housing Authority in small claims or other court cases;
- May serve in a lead capacity;
- May carry out special studies related to Housing Assistance Programs, policies, and procedures;
- May coordinate a particular assignment for the Occupancy section;

- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Two years of increasingly responsible experience providing services to the public, particularly low-income individuals, in fields such as public housing, public health, vocational guidance, social service, or property management;

Ability to understand and operate computers and complete various calculations accurately with a calculator or computer software;

Ability to comprehend written information, deal tactfully and effectively with the general public, and effectively communicate orally and in writing;

A valid California Class C motor vehicle operator's license.

HISTORY:

- Revised: 10-8-7, 9-20-93, 7-22-88, 3-2-81, 6-27-80
- Title changed from Occupancy Specialist I/II/III and consolidated Property Management Specialist I into Grade Level III: 11/29/2000
- Grade level III added: 10/1/96
- Title changed from Tenant Interviewer I & II: 7-21-88;
- Grade levels I & II added to Tenant Interviewer: 7-1-87
- Tenant Interviewer established: 7-1-76
- Approved/Adopted: 11-29-2000