

Compliance Specialist 2 - Contract Officer

Salary

\$3,761.00 - \$5,502.00 Monthly

Location

Salem, OR

Job Type

Permanent

Department

Housing & Community Services

Job Number

OHCS17-0036OC

Closing

10/18/2017 11:59 PM Pacific

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Description

Our Vision: All Oregonians have the opportunity to pursue prosperity and live free from poverty.

Our Mission: We provide stable and affordable housing and engage leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians.

OHCS values diversity and inclusion. We are encouraging members of all diverse communities to join our team as we endeavor to build a stronger Oregon. We believe that by welcoming differences, encouraging new ideas and learning from each other, we are better able to serve those around us. This is an opportunity for a highly motivated, mission-driven person who meets the qualifications to make a real difference in the lives of many Oregonians.

This position is with the HUD Contract Administration Section in the Housing Stabilization Division.

The HUD Contract Administration Section of the Housing Stabilization Division serves as the Performance Based Contract Administrator (PBCA) for project-based Section 8 housing in Oregon. These activities cover 257 contracts and nearly 10,000 units across the state. The section provides

technical support to owners, managing agents, site staff, and residents. Section 8 is a critical federal resource providing affordable housing through private landlords across Oregon.

We are an Affirmative Action/Equal Opportunity employer.

- There is **one, permanent, full-time** position located in **Salem**, Oregon.
- This recruitment will be used to establish a list of qualified applicants to fill the current vacancy and may be used to fill future vacancies as they occur.
- This position is classified service and is represented by a Service Employees International Union. Payment of dues or fair share is required.
- This position is FLSA non-exempt and eligible for overtime.
- *Effective November 1, 2016, SEIU represented employees who are Public Employee Retirement System (PERS) participating members have had their base salary increased by 6.95%. Upon becoming a PERS participating member, SEIU employees pay the employee 6% contribution to PERS.*

Thank you for considering employment with OHCS.

For a more in-depth review of the purpose of Oregon Housing and Community Services, please visit our [web page](#).

Duties & Responsibilities

The primary purpose of this position is to perform onsite reviews of owner/management policies and procedures to determine compliance with the HUD rules and regulations that govern the Section 8 program; follow up on mitigation of Exigent Health and Safety items and Level 3 findings from the HUD REAC physical inspections; ensure consistent, accurate, and timely performance and reporting of Incentive Based Performance Standards as outlined in the Annual Contributions Contract to assure Acceptable Quality Levels are met or exceeded to ensure Department receives maximum fee possible.

For a copy of the complete position description, please click [here \(Download PDF reader\)](#). ([Download PDF reader](#))

Qualifications, Required & Requested Skills

MINIMUM QUALIFICATIONS

Four years experience doing administrative research that included compiling and evaluating facts to recommend management action, or decide compliance with program guidelines and regulations. **Two of the four years must be above the technical support level. A thorough knowledge of the Federal Housing and Urban Development (HUD) funding is required, specifically Section 8 and/or LIHTC.**

Note: college-level course work may substitute for experience on the basis of 45-quarter units per year, up to a maximum of three years.

Desired Attributes and Preferred Skills:

- analyze Federal program regulations and laws, and state statutes, project financial information and industry standards, trends and procedures.
- have a knowledge of experience with Section 8 or Low-Income Housing Tax Credit (LIHTC) programs.
- have the ability to communicate effectively orally and in writing.
- have property management knowledge and experience.

Additional Information

Only complete application packets will be considered.

The Hiring manager has requested a cover letter detailing how you meet the desired attributes and preferred skills of this announcement.

1. Completed E-recruit application: The work experience section must contain enough information to determine that minimum qualifications have been met. A resume' (text or attachment) **will not** replace the work experience section of the application. Work experience is based on a 40 hour work week. (Example: 20 hours a week for one year would equate to six months of full-time work experience.)

2. Transcripts: Must be attached if using education to meet minimum qualifications. **Note:** To protect your confidential information, please redact (black out) your social security number on all transcripts before attaching to your application.

3. Supplemental Questions: ***The work experience section of your application must verify your responses to all the supplemental questions and show you meet the minimum qualifications.*** Be sure to answer all supplemental questions, "see resume" or "see application" **will not** substitute for a response.

4. Additional documents (if applicable): Be sure to attach all requested documents (cover letter, resume, work samples, etc.).

Please give careful consideration to grammar, punctuation, conciseness and professionalism of your materials. All of these things will be considered as we evaluate your materials.

Qualified applicants whose responses most closely match the requirements and/or the desired attributes for this position will be invited to interview.

The Oregon.gov/jobs page is a wealth of information for applicants including but not limited to: how to apply, how to get an email address, veteran references and other job resources. Please click this link to access that information. [Applicant E-Recruit FAQ's](#)

All communication with applicants will be via email except interview invitations. For technical assistance with NEOGOV specific problems, email support@governmentjobs.com or call 1-855-524-5627. This option is generally a 24-48 hour response.

Background Review. Prior to job offer, criminal background and additional pre-employment check(s) as required for the position will be conducted on prospective employees (could include Driver License, LEADS, current and previous employment references, and/or education verification). At the time of job offer, the successful candidate will be asked to complete a consent form for these checks; filling the form will require presentation of a picture ID.

Note: Oregon Housing & Community Services does not offer visa sponsorships. On day of hire, all applicants will be required to complete the US Citizenship and Immigration Services Form I-9, confirming authorization to work in the United States.

Application Reference Number: OHCS17-0036OC

Online application materials must be received by 11:59 p.m. on the close date listed on this announcement.

If you have a disability and need an alternate format in order to complete the employment process,

you may contact 503-986-3565. Please be prepared to leave a message describing the alternate format needed.

The pay on all announcements may change without notice. Click here to see the salary table for this classification. OAS C5247 Compliance Specialist 2 [salary table](#).

Please note that the pay indicated on the job announcement is payscale A A Non-Pers Eligible. If you are PERS eligible, see payscale A P.

Questions may be directed to:

Oregon Housing and Community Services

ATTN: Human Resources

725 Summer St. NE, Suite B

Salem, OR 97301

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Agency

State of Oregon

Address

NOTE: Locations vary by Agency/Department

Salem, Oregon, 97301.

Phone

Agency/Department Contact Information

Website

<http://www.oregon.gov/jobs/Pages/recruiters.aspx>