



STATE OF COLORADO
invites applications for the position of:

Rental Assistance Program Specialist

This position is open only to Colorado state residents.

CLASS TITLE: ADMINISTRATOR II

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1313 Sherman St. Denver, CO 80203

SALARY: \$3,782.00 - \$5,534.00 Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 07/16/21

CLOSING DATE: 08/02/21 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Local Affairs

Please Note: Eligible list established from this posting may be used to fill other similarly situated positions in this class.

Why work for the Colorado Department of Local Affairs?

The work we do matters greatly. It matters to us and it matters to the citizens of the great state of Colorado. We love our community and are passionate about supporting our community. We value the [diversity](#) that Colorado offers. If your goal is to build a career that makes a difference in communities across the State, consider joining the dedicated people of the Department of Local Affairs.

In addition, we offer a great location and excellent benefits, which include:

- [Medical and dental plans](#)
- Strong, secure, yet flexible retirement plans including [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus pre-tax and [ROTH 401K, and 457 plans](#)
- [Employee wellness programs](#)
- Paid life insurance
- Short and long-term disability coverage
- 10 paid holidays per year plus vacation and sick leave

- Flexible work schedule options and remote-work options,
- Training opportunities, and more.

About the Colorado Department of Local Affairs

The Department of Local Affairs (DOLA) serves as the primary interface between the State and local communities. The Department provides financial support to local communities and professional and technical services (including training and technical assistance) to community leaders in the areas of governance, housing, and property tax assessment/administration. While all state governments provide such services through various Departmental structures, Colorado's approach is unique in that these local community services are gathered into one Department of "Local Affairs" which has a central focus on strengthening Colorado communities and enhancing livability.

Our Vision

The Department of Local Affairs is responsible for strengthening Colorado's local communities through accessible, affordable, and secure housing; implementation of property tax law; and capacity building, strategic training, research, technical assistance, and funding to localities.

Our Mission

Our mission is to help strengthen Colorado's communities.

DESCRIPTION OF JOB:

SUMMARY OF THE POSITION:

The **Division of Housing** (DOH) partners with local communities to create housing opportunities for Coloradans who face the greatest challenges to accessing affordable, safe, and secure homes. DOH supports projects ranging from homelessness prevention to homeownership. Our work includes:

- Increasing and preserving Colorado's inventory of affordable housing.
- Managing rental assistance vouchers.
- Creating and supporting collaborative approaches to end homelessness.
- Regulating the construction and installation of factory-built structures.

For more information visit [Division of Housing](#).

Under the mission of DOLA, the **Rental Assistance Programs Specialist** position exists to provide overall administration of the Rental Assistance Programs administered by the Colorado Division of Housing by independently managing a portfolio of DOH contracts which include agencies that administer the following rental assistance programs: the Housing Choice Voucher (HCV) Program, the State Housing Voucher (SHV) Programs (including the Homeless Solutions Program and the Community Access Team Voucher Program), and the Continuum of Care Permanent Supportive Housing (CoC PSH) Program. This position acts as the Single Point of Contact (SPOC) for their portfolio which requires them to understand the nuances between each of these programs and be able to apply different regulations and processes based on the assigned program to facilitate successful program administration. This position provides programmatic and technical guidance to Colorado Division of Housing (DOH) contractors, private sector landlords, and program participants by applying federal, state, and agency program regulations to ensure the DOH Rental Assistance Programs are being correctly and uniformly administered by more than 50 contracted agencies across the state.

Some duties of this position include:

- Ensure DOH contract agencies are administering the Rental Assistance Programs in accordance with federal, state, and agency regulations through daily, monthly, and annual program monitoring;
- Provides first-line programmatic support, technical guidance, and customized training to DOH contractors which requires a working understanding of federal HUD regulations and state administrative plan processes and procedures;
- Analyze, evaluate, and respond to participant requests for programmatic reasonable accommodations and agency requests for participant terminations;
- Utilizing the CORE accounting system and an understanding of Office of State Controller requirements and policies to ensure accurate program data information is maintained and payments to private sector landlords and DOH contractors are received timely;
- Using problem-solving based on experience to answer complex questions/inquiries regarding program processes and regulations from DOH contractors, landlords, and participants receiving rental assistance.
- This position communicates with a highly diverse public clientele, department staff, staff from other agencies, and others. This position must be able to determine priorities and meet deadlines that could have adverse effects on program participants, staff, and stakeholders if not met.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

EDUCATION & EXPERIENCE

Bachelor's degree from an accredited institution in psychology, social work, business, finance, behavioral health, or related field **AND**

One (1) year of professional experience administering an affordable housing program (Housing Choice Voucher, Public Housing, etc.). **This experience must be demonstrated in your application to be considered for employment.**

Substitutions:

- Additional experience administering affordable housing programs will substitute for the degree requirement on a year-for-year basis.
- Additional appropriate education will substitute for the required experience on a year-for-year basis.

Preferred Qualifications:

- Experience interpreting rules and policies and providing support to the customers
- Experience working with Emphasys Elite software
- Experience developing and preparing materials and making presentations
- Experience conducting Housing Quality Standards (HQS) inspections
- Experience working with individuals with disabilities

Skills and Competencies needed to be successful in this position:

- Ability to work in a team environment and provide technical assistance
- Ability to work collaboratively with stakeholders
- Excellent interpersonal skills
- Strong attention to detail
- Effective analytical and problem-solving skills
- Effective verbal and written communication skills
- Ability to prioritize and organize work to accommodate and meet the changing needs of the department and meet deadlines

- Proficiency with MS Office suite
- Ability to work independently

Conditions of Employment:

- You **MUST** be a Colorado resident to apply for this position.
- Successful passing of the criminal background check is required

How to Apply:

Please note that ONLY your State of Colorado job application will be reviewed during the initial screening; if you submit a resume and cover letter, they will be reviewed in later stages of the selection process. Therefore, it is important that you clearly describe all of your relevant experience on the application itself. Applications left blank or marked "SEE RESUME" will not be considered.

Only complete applications submitted by the closing date of this announcement will be given consideration. Failure to submit properly completed documents by the closing date of this announcement may result in your application being rejected.

Please submit a resume, cover letter/letter of interest detailing how their experience and background address the stated minimum and preferred qualifications/competencies of the job and attach to the online application.

Application Checklist:

Complete Applications include the following documents:

- A complete online application.
- A cover letter addressing how your education, abilities, skills, and experience relate to the requirements, responsibilities, and competencies listed in the job announcement.
- A resume (attach to your online application).
- A completed supplemental questionnaire

Your application will be reviewed against the minimum qualifications for the position. If your application demonstrates that you meet the minimum qualifications, you will be invited to the comparative analysis process, which is described below.

Comparative Analysis:

Colorado Revised Statutes require that state employees are hired and promoted through a comparative analysis. The comparative analysis for this position will include a structured review of your application materials and responses to any supplemental questions. The comparative analysis process may also consist of Telephone Screening, Oral Assessment, Written Assessment, Online Assessment, etc. Candidates who most closely meet the job requirements will move through successive stages of the process.

Need help applying for State jobs or completing state employment application?

[Check out this video on how to apply with the State of Colorado jobs](#)

APPEAL RIGHTS:

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email (dpa_state.personnelboard@state.co.us), postmarked in US Mail or hand-delivered (1525 Sherman Street, 4th Floor, Denver CO 80203), or faxed (303.866.5038) within ten (10) calendar days from your receipt of notice or acknowledgment of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board; go to spb.colorado.gov; contact the State Personnel Board for assistance at (303) 866-3300; or refer to 4 Colorado Code of Regulations (CCR) 801-1, State Personnel Board Rules and Personnel Director's Administrative Procedures, Chapter 8, Resolution of Appeals and Disputes, at spb.colorado.gov under Rules.

SUPPLEMENTAL INFORMATION:

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, a medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

DOLA is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or performing essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require a reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to Jennifer Clayman, DOLA ADA Coordinator at 303-864-7865 or jennifer.clayman@state.co.us.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

NA

DEPARTMENT CONTACT INFORMATION:

Contact Janet Martin at janet.martin@state.co.us if there are any questions regarding this posting.

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #NAA01862 - 07/21
RENTAL ASSISTANCE PROGRAM SPECIALIST
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Rental Assistance Program Specialist Supplemental Questionnaire

* 1. Please describe your experience administering affordable housing programs. Please be

specific in your experience, including the type(s) of affordable housing programs, and provide the name/s of the employer/s and the dates of employment.

- * 2. Please describe your experience reviewing documents for eligibility and compliance monitoring.

* Required Question