



OPEN/PROMOTIONAL OPPORTUNITY

September 29, 2021

Position	Quality Control Auditor
Assignment	HCVP
Work Hours	Normal work hours shall fall within the hours between 7:30 A.M. & 5:30 P.M.
Monthly Salary Range	\$5,200 - \$6,125
Supervisor	Assistant Director of Rental Assistance
Final Filling Date	Open Until Filled

Application Requirements

An official Housing Authority application form must be submitted to Human Resources Department by the final filing date. Incomplete applications cannot be revised after the final filing date. Resumes may be submitted as additional information only. Applications are available online at www.hacsj.org or at 2575 Grand Canal Blvd., Stockton, CA 95207 and may be submitted by mail, in person, by email to nglossa@hacsj.org or by Fax to (209) 460-5117.

Selection Procedure:

- 1. Applicants' qualifications will be evaluated and applicants who clearly appear to be qualified in terms of job prerequisites are eligible to be invited to an interview. Examples of acceptable combinations of education, training and experience include:

 - 8 years' experience may be substituted for a BA degree.
 - 4 years' experience may be substituted for an AA degree.
 - The length of a training and/or certificate program may be substituted on a 2:1 exchange of months attended for experience (2 months attendance equals 1 month of experience.)**
- 2. Quality ranking factors will be knowledge and ability, education, training and/or experience, and required skills necessary for successful job performance. Candidates will be rated on these and other factors and must receive a majority of acceptable ratings and an average rating of 70 or better to qualify for ranking.**
- 3. The final selection of candidates to fill these vacancies shall be made by the Executive Director from among those recommended, in accordance with the evaluation of the candidates relative to the needs of the Authority. An eligible/promotional list (if applicable to the posted position) may be established. However, when there are less than three (3) names on the list, or the list has been in place for over one (1) year, or when it is necessary to modify the position description, the Executive Director may require a new list.**





Position Description

Position Title:	Quality Control Auditor	Pay Classification:	Non-Exempt
Supervisor:	Assistant Director of Occupancy and Housing Compliance	Effective Date:	10/2021

Position Summary

Under the supervision of the Assistant Director of Occupancy and Housing Compliance, the Quality Control Auditor performs quality control reviews for compliance with HUD and Housing Authority regulations, policies, and procedures. Work may include data entry, receiving and distributing materials, answering telephones, processing work orders, maintaining files and records, mailing verifications, customer follow-up, answering questions, and generating correspondence. Performance of the duties requires excellent clerical and administrative skills, proficiency in Microsoft Office programs, and a thorough knowledge of modern office equipment.

Essential Job Functions *(If necessary, individuals with disabilities are encouraged to request reasonable accommodations to assist them in performing the essential functions of this position.)*

1. Reviews sampling of records and files for compliance in accordance with HUD regulations and agency policy and procedures; and provide reporting to management and staff on findings.
2. Responsible for review of housing program implementation, including eligibility determination and notices to participants and owners.
3. Assist with preparing, reviewing data and records for Section Eight Management Assessment Program submission and financial audits.
4. Prepares correspondence, memoranda, agreements, reports, etc., data management, planning, organizing, and scheduling.
5. Generate program reports from the Inventory Management System (IMS)/PIH Center (PIC).
6. Submit completed 50058 reports to the IMS/PIC. Identify and track errors and make corrections.
7. Develops, implements, and maintains systems for maintaining electronic files and implements procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
8. Prepare and submit routine reports on recertification and other rental assistance activities.
9. Provide technical support in areas of compliance, data collection, and analysis for housing programs.
10. Complete interim, annual and new admission transactions as necessary (when assigned).



11. Make recommendations to improve the processes and develop written procedures necessary to administer the functions of the HCV program in accordance with federal laws, regulations, and guidelines, and updating forms, documents, verification, and investigative procedures
12. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods of otherwise balance the workload.

Required Knowledge and Abilities

1. Knowledge of local, state, and federal laws governing assisted housing programs, including resident selection, owner/resident regulations, leasing and eviction rules and regulations, maintenance policies, guidelines rules and regulations as well as the purpose, policies, administrative procedures, and regulations of the Authority.
2. Knowledge of eligibility determination, housing quality standards policies and procedures, and rent calculations.
3. Knowledge of standard clerical procedures, including scheduling, mail distribution, and telephone etiquette.
4. Knowledge of modern office equipment including, copiers, personal computers, calculators, facsimile machines, etc.
5. Ability to present ideas in a clear and concise manner, both orally and in writing.
6. Ability to prepare Microsoft Word documents and forms, and Excel spreadsheets.
7. Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.
8. Ability to work effectively with customers and the general public.
9. Ability to maintain clerical records.
10. Ability to establish and maintain effective working relationships with co-workers, residents, HUD, and local, state, and federal officials.
11. Ability to type at a rate of 40 words per minute.

Minimum Education, Training and/or Experience

1. Graduation from an accredited two (2) year college with major coursework in Business or closely related field; preferred.
2. A minimum of four (4) years of work experience performing rent calculations in a low-income housing program. Certification required.
3. An equivalent combination of education, training and experience, which provides the required knowledge and abilities, may be substituted on a two for one basis.

Additional Requirements

1. Must be able to operate a variety of automated office machines including computers, copiers, printers, facsimile machines, telephones, etc.
2. Must be able to work, move, or carry objects or materials such as files, computer printouts, reports, calculators, office supplies, etc.

3. Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier. (Exceptions will be considered on a case-by-case basis).
4. Must be proficient in Microsoft Word and Excel.

Equal Opportunity and Drug-Free Environment Employer

The Housing Authority of the County of San Joaquin values diversity in its work force and is committed to equal employment opportunity and affirmative action. Minorities, females, and persons with disabilities are encouraged to apply

To request accommodation as provided by the Americans with Disabilities Act (ADA), please contact the Human Resource Office at (209) 460-5017, California Relay Service Dial 711