

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 0351100

Rent Examiner 1, Grade 9	0351100
Rent Examiner 2, Grade 14	0351200
Rent Examiner 3, Grade 18	0351300

Brief Description of Class Series

Rent Examiners review and process applications filed by landlords, tenants, and their representatives under New York State's rent control and rent regulation statutes and programs. Such applications may include requests for changes in rents or services, eviction certificates, and notifications of alleged violations of rental agreements. Positions in this title series are found within the rent control and rent stabilization operation of the Division of Housing and Community Renewal (DHCR).

Distinguishing Characteristics

Rent Examiner 1: entry-level; examines applications for accuracy and completeness; and refers cases to Rent Examiners 2 for disposition.

Rent Examiner 2: full performance level; examines applications referred and verified by Rent Examiners 1; recommends dispositions on simpler cases; and supervises Rent Examiners 1.

Rent Examiner 3: supervisory level; supervises a team of four or more Rent Examiners 1 and/or Rent Examiners 2; and recommends dispositions on more difficult cases.

Related Classes

Housing and Community Renewal Specialists perform professional activities related to the implementation or development of policies and procedures within DHCR's program areas. Work activities may include gathering and analyzing data; communicating with other parties using a variety means and for a variety of purposes; performing inspections; organizing inspections; and authoring, editing, or otherwise producing written materials.

Illustrative Tasks

Rent Examiner 1

Examines applications, requests, and petitions filed under applicable provisions of law, rules, regulations, and programs related to rent control and rent stabilization.

Determines if information submitted is accurate and complete.

Identifies additional information that may be needed for proper disposition of the case.

Returns applications, when necessary, for additional information and/or for completion by the filer.

Verifies information against records.

Performs clerical tasks requiring substantive knowledge of the rent control or rent stabilization application process.

Forwards cases to Rent Examiners 2, or other higher-level staff, for future processing.

Assists Rent Examiners 2 with their duties.

Works under the supervision of Rent Examiners 2, Rent Examiners 3, or other higher-level staff.

May performs calculations as required.

Rent Examiner 2

Examines filings to determine whether requested actions are justified based on regulatory guidelines.

Communicates with landlords, tenants, and attorneys regarding alleged violations of rental agreements, and to provide information, through notices regarding areas of responsibility by letter. May communicate, in some cases by telephone to verify information.

Performs research, using both in-house sources and external web-based or electronic sources.

Checks rents of other comparable properties and makes recommendations to supervisory or managerial staff for setting maximum rent allowance.

Prepares determinations, recommendations, memoranda, letters, formal requests for additional information, and other documents related to cases handled.

Reviews applications for changes in rent or services filed by landlords, tenants, or their representatives;); applications from landlords to determine maximum allowable charges on various properties, including properties not previously rented; requests from tenants for the correction of alleged violations of rental agreements and applications for eviction certificates sent to tenants; and other sorts of filings under the relevant laws, rules, and regulations related to rent control and rent stabilization.

Recommends disposition of simpler cases. Discusses, and confers with supervisor on the more difficult cases.

Organizes and arranges for inspections related to cases handled.

May: create written products; perform calculations; maintain statistical records; look up and refer to data relevant to areas of responsibility, and/or the rent control and rent stabilization programs.

As assigned, may perform special operations within or related to the rent control and rent stabilization programs.

Rent Examiner 3

Assigns work to, identifies legal and factual issues in cases handled by, and reviews proposed orders submitted by, subordinate staff, in order to ensure accuracy, consistency, and adherence to goals and standards.

Reviews determinations made by Rent Examiners 2.

May issue final dispositions on cases.

Reviews the more difficult cases which include novel and complex legal and/or factual issues that cannot be resolved by subordinate staff.

Performs the full range of supervisory duties such as approving leave; tracking time and attendance; identifying staff development needs; evaluating staff performance; and completing performance evaluations.

Minimum Qualifications

Rent Examiner 1

Promotion: one year of permanent competitive service in a position allocated to Grade 3 or higher at DHCR.

Open Competitive: one year of full-time clerical or paraprofessional experience in an office or organization which deals with housing, real estate, or property management related activities. Thirty semester credit hours of college study may substitute for the required experience.

Rent Examiner 2

Promotion: one year of permanent competitive service as a Rent Examiner 1.

Open Competitive: four years of full-time experience performing duties related to rentals, leases, subsidized rents, and other tax benefits in an office or organization dealing with housing or property management related activities, and/or the completion of applications used by DHCR. College study may substitute for up to three years of the required experience at the rate of 30 credits per year of experience.

Rent Examiner 3

Promotion: one year of permanent competitive service as a Rent Examiner 2.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 3/2023

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