

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

Classification Standard

**Occ. Code 8131510**

|                                       |                |
|---------------------------------------|----------------|
| <b>Housing Specialist 1, Grade 18</b> | <b>8131510</b> |
| <b>Housing Specialist 2, Grade 23</b> | <b>8131520</b> |
| <b>Housing Specialist 3, Grade 27</b> | <b>8131530</b> |
| <b>Housing Specialist 4, M-4</b>      | <b>8131540</b> |

Brief Description Of Class Series

Housing Specialists oversee procurement, contract development, program implementation, and compliance of housing projects for homeless and low-income households under the Homeless Housing and Assistance Program (HHAP), and other federal and State grant programs.

Positions in this series exist only in the Office of Temporary and Disability Assistance.

Distinguishing Characteristics

*Housing Specialist 1:* oversee procurement activities, contract development, reimbursement, disbursement, reporting, implementation, and compliance of projects providing housing or services to homeless and low-income individuals and families under federal and State grant programs.

*Housing Specialist 2:* oversee Housing Specialists 1 and clerical support staff in procurement activities, contract development, project reimbursement, reporting, implementation, and compliance.

*Housing Specialist 3:* supervise a unit engaged in various housing programs and services for homeless and low-income households.

*Housing Specialist 4:* one-position class; direct the Bureau of Housing and Support Services.

Related Classes

Temporary Assistance Specialists review, monitor, and provide technical assistance to local districts providing public assistance benefits under State and federal law, rules, and regulations.

Homeless Services Representatives perform inspections of homeless shelters, review plans and develop and implement corrective action plans to ensure shelters meet all applicable requirements and standards.

### Illustrative Duties

#### *Housing Specialist 1*

Develop and manage programs that provide housing and services for homeless and low-income households; evaluate proposals for funding under various grant programs; write funding evaluations and recommendations; negotiate terms and conditions contracts; assemble and submit contracts for approval; manage contracts; provide materials, documents and procedural information; review contracts, operating budgets, project designs, and service delivery plans; assist with appropriate revisions ; monitor grantee performance for contract compliance; review and process payment requests; address contractor performance issues; assist in special projects such as collecting data, preparing training materials, maintaining databases and preparing various reports.

#### *Housing Specialist 2*

Supervise Housing Specialists 1; coordinate or develop requests for proposals (RFPs) and application packages; develop and manage contracts; manage large or difficult projects; oversee technical assistance to sponsors and subcontractors; interpret laws, rules and regulations governing applications, contract requirements, times frames, and conflict resolution; ensure proper sponsor compliance; address non-compliance issues involving contractual, corporate, and real estate matters with supervisor and counsel's office; make recommendations on policy and procedure changes; coordinate monitoring activities, grantee training technical assistance, expenditure tracking, and inter-agency review or reporting; maintain and monitor pertinent computer systems; serve as a member of the internal review process for funding applications.

#### *Housing Specialist 3*

Supervise a unit engaged in various housing and service programs for homeless and low-income households; participate in the development, evaluation and approval of agency RFP process; recommend policy and procedures; direct staff in contract management and monitoring; review completed work; ensure timely submissions; ensure that report processes satisfy State and federal laws, rules, and regulations; respond to requests for information from prospective project sponsors, grantees, the Legislature, local districts, and other State and federal agencies; assist higher level managers with policies and procedures related to programs; brief bureau head on all issues impacting program

administration; manage all assigned projects and their related supportive services to homeless persons; act as principal manager for grant program(s); ensure programs adhere to State and federal law; coordinate and maintain reporting, tracking and vouchering systems of assigned grant programs; may serve as an officer of the Homeless Housing and Assistance Corporation (HHAC).

*Housing Specialist 4*

Manage a bureau with oversight of programs for homeless and low-income households; develop and implement policy and procedures for the bureau and HHAC funding; serve as President of the HHAC; oversee procurement and awards under the various grant programs; implement changes in program administration; oversee review and evaluation of the RFP and contract process; develop and maintain relationships with co-funders and grantee organizations; identify priorities for funding determinations, the conditions that will apply to such funding, and ensure that these priorities are properly applied in the procurement process; oversee the ongoing operation of completed housing projects; monitor administrative processes.

Minimum Qualifications

*Housing Specialist 1*

Bachelor's degree and completion of a two-year traineeship, or Bachelor's degree and two years of experience in developing and managing projects or programs sponsored by local social services districts or not-for-profit and charitable organizations that provide suitable housing and services for the homeless.

*Housing Specialist 2*

Promotion: one year of service as a Housing Specialist 1.

*Housing Specialist 3*

Promotion: one year of service as a Housing Specialist 2.

*Housing Specialist 4*

Promotion: one year of service as a Housing Specialist 3.

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: 7/2017