

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

Classification Standard

**Occ. Code 2367100**

<b>Housing and Community Renewal Specialist 1, Grade 18</b>	<b>2367100</b>
<b>Housing and Community Renewal Specialist 2, Grade 23</b>	<b>2367200</b>
<b>Housing and Community Renewal Manager 1, Grade 27</b>	<b>2367500</b>
<b>Housing and Community Renewal Manager 2, M-3</b>	<b>2367600</b>

Brief Description of Class Series

Positions in this title series perform various activities related to one of the Division of Housing and Community Renewal's (DHCR) program areas. These positions analyze data related to the development and implementation of policies associated with the various programs administered by DHCR. They provide guidance to the public including builders, sponsors, community organizations, local officials, landlords and tenants. They may also perform inspections of private residences and/or monitor housing projects under the jurisdiction of DHCR.

Distinguishing Characteristics

*Housing and Community Renewal Specialist 1:* full performance level; performs the full range of duties in the various program areas.

*Housing and Community Renewal Specialist 2:* first supervisory level; supervises and trains Housing and Community Renewal Specialists 1.

*Housing and Community Renewal Manager 1:* second supervisory level; directs and coordinates the activities of Housing and Community Renewal Specialists 2.

*Housing and Community Renewal Manager 2:* manages the operations of a major segment of a DHCR program; supervises Housing and Community Renewal Managers 1 under the general direction of higher-level staff.

Related Classes

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.

### Illustrative Tasks

*Housing and Community Renewal Specialist 1:* reports to a Housing and Community Renewal Specialist 2; reviews applications submitted by sponsors, builders, community organizations and local officials for funding of projects; conducts review of applications in any one of DHCR's program areas; meets with tenants and owners to answer questions and to explain policies and procedures; and may conduct site visits to conduct inspections or review records.

*Housing and Community Renewal Specialist 2:* under the general direction of a Housing and Community Renewal Manager 1, trains and supervises Housing and Community Renewal Specialists 1; develops work plans to achieve maximum efficiency and production; reviews work in progress; may review more complex cases and monitors the quality of work to ensure completeness, accuracy, and conformance with standards.

*Housing and Community Renewal Manager 1:* under the general direction of a Housing and Community Renewal Manager 2, supervises and directs the activities of Housing and Community Renewal Specialists 2; evaluates the quality of program performance and participation; prepares status reports; ensures compliance with all applicable laws and regulations; and represents management at meetings with authorities and officials involved with DHCR programs.

*Housing and Community Renewal Manager 2:* under the general direction of higher-level management, supervises and directs the activities of staff assigned to various program areas; adjusts priorities and staff assignments as required; drafts legislative initiatives; designs and implements new programs; makes policy determinations; and coordinates DHCR activities with those of other government entities.

### Minimum Qualifications

#### *Housing and Community Renewal Specialist 1*

Open Competitive: a bachelor's degree and completion of a two-year traineeship.

#### *Housing and Community Renewal Specialist 2*

Promotion: one year of permanent service as a Housing and Community Renewal Specialist 1.

*Housing and Community Renewal Manager 1*

Promotion: one year of permanent service as a Housing and Community Renewal Specialist 2.

*Housing and Community Renewal Manager 2*

Promotion: one year of permanent service as a Housing and Community Renewal Manager 1.

**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: 11/2022

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Parenthetic Attachment

*Housing and Community Renewal Manager 1 (Rental Inspection), M-2*

Under general direction of an Assistant Commissioner, NS, exempt, the incumbent functions as director of the Inspections Unit, supervises Rental Housing Inspectors 3, Grade 23, and is responsible to evaluate the condition and habitability of multiple dwellings, including proper repair and improvements, subject to Rent Laws and Regulations across the State.

Duties include: approve and implement inspections program policy and procedures; conduct annual review of policy and procedures to ensure compatibility with new building technologies, HCR policies and work place safety; oversee the training program for the Inspections Unit; provide guidance to subordinate supervisors and staff relative to difficult inspections or inspections of a sensitive nature; consult with technology experts to modernize inspection techniques and reporting methods; liaison with other state agencies and municipalities on inspections, and during times of emergency, positions in this unit inspect homes in disaster areas.

Minimum Qualifications

*Housing and Community Renewal Manager 1 (Rental Inspection), M-2*

Promotion: one year of permanent service as Rental Housing Inspector 3.