To apply, please go to the link below:

<https://cgi.njoyn.com/CGI/xweb/XWeb.asp?NTKN=c&clid=21001&Page=JobDetails&Jobid=J0821-2712&BRID=852501&lang=1>

**Housing Compliance Specialist – Position ID #**J0821-2712

Mondays-Fridays – 40 hours per week

8am – 5pm

This is a full time, permanent position with CGI Federal and full benefits that start on the first day of employment.

**Work Location**: Oakland, CA. Due to the pandemic, work will be remote for now until CGI provides its members details as to when to return to the office in Oakland.

\*\*This is a permanent, full time position with benefits that start on the first day of employment.\*\*

Training will be provided.

CGI Federal’s Housing Compliance team that partners with a local public housing authority and the U.S. Department of Housing and Urban Development (HUD) to assist in the provision of affordable housing has an opening for a Housing Compliance Specialist. This is an opportunity to join an energetic team with a collaborative management group and work with affordable housing owners and management companies within an assigned portfolio of properties.

New team members receive in-depth training to prepare them for their role. Additional training and professional development opportunities are also available, both for the affordable housing industry and general business skills.

The Housing Compliance Specialist is responsible for the timely and accurate completion of specified core tasks for a portfolio of multi-family housing contracts subsidized under HUD’s Project Based Section 8 Housing program. Directly performs specified core tasks as part of a contract administration case management team. The Specialist works closely with property owners to ensure compliance pursuant to HUD policy. The Specialist maintains accurate and complete customer files, logs and schedules.

*Your future duties and responsibilities*

The Specialist is responsible for managing a portfolio of assisted housing contracts to ensure the accurate and timely completion of all required tasks, which includes the following:

• Ensure 100% of onsite reviews are properly scheduled and performed in compliance with
contractual and client requirements.
• Effectively compile and writes Management and Occupancy Review (MOR) reports detailing
specific findings, criteria and corrective actions in the monitoring of project compliance in the
following areas:
a) Marketing and Tenant Selection
b) Leasing and Occupancy
c) Rent Determination and Subsidy Request
d) Management of Maintenance Program
e) Response to Safety Concerns
f) Management of Tenant Relations
g) Review of Fair Housing/EEOC policies and procedures

• Timely and accurate follow-up to ensure adequate responses to close the MOR report.
• Establish and maintain good relations with owners, residents and their representatives,
neighborhood groups and local governments.
• Respond fully and promptly to inquiries and dispatches from Contract Specialists, Quality
Assurance personnel, Finance and Reporting personnel and Customer Contact
personnel.
• Maintain complete and detailed files and provide the Team Leader and/or Manager with data
and records requested in a timely manner.
• Successfully complete all required training programs within prescribed period.
• Participate in ensuring a fully functional contract administration case management system to
meet 100% of the required deadlines and avoid contractual penalties.
• Other duties as assigned based on business needs.

*Required qualifications to be successful in this role*

• High School Diploma or equivalent.
• Demonstrated strong organizational and time management skills.
• Familiarity with Microsoft Office, particularly Excel and Word.
• Strong written and oral communication skills.
• Desire to work in a team environment.
• Proven ability to accurately and timely complete tasks within the established timelines and
quality standards.
• Proven ability to understand, interpret and apply written policies and procedures.
• Strong customer service skills.
• Must be able to travel approximately 50-75%.
• Learn from past experiences and apply to future circumstances.
• Ability to multi-task, be self-motivated and proactive.

*Desired Skills*
• Proficiency with Microsoft Office, particularly Excel and Word.
• 3-5 years of experience performing tasks in a regulatory environment.
• 3-5 years of experience working in subsidized/affordable housing industry.