



# HIDALGO COUNTY

## CLASSIFICATION COMMITTEE RECOMMENDATION FORM

DEPARTMENT NAME: URBAN COUNTY - HOME

DATE: 1/5/2012

DEPARTMENT NUMBER: 250

PROGRAM NUMBER 002

CURRENT SLOT #: 0001

NO. OF POSITIONS: 1

DEPARTMENT CLASSIFICATION REQUEST- RECLASSIFICATION

CURRENT

COMPLIANCE DIVISION MANAGER I  
Classification/Position Title

52,133.00 (GRADE 13/STEP 4)  
Pay Grade/Salary

REQUESTED GRADE/ TITLE:

DIVISION DIRECTOR, UCP HOUSING  
Classification/Position Title

58,888.00 (GRADE 16/STEP 1)  
Pay Grade/Salary

COMMITTEE RECOMMENDATION

DIVISION DIRECTOR, UCP HOUSING  
Classification/Position Title

58,888.00 (GRADE 16/STEP 1)  
Pay Grade/Salary

COMMENTS:

SIGNATURES

Handwritten signature of the Human Resources Representative.

Human Resources Representative

Handwritten signature of the County Treasurer Representative.

County Treasurer Representative

Handwritten signature of the Budget & Management Representative.

Budget & Management Representative

Handwritten date 1/6/2012.

Date

Handwritten date 01/06/12.

Date

Handwritten date 01/06/2012.

Date



**NEW POSITION:** Brief job description and attach a copy of the new job description.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

1.	<u><i>Maria R. Stone</i></u> DEPARTMENT HEAD	<u>8-15-11</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	<u><i>[Signature]</i></u> HUMAN RESOURCES DIRECTOR	<u>11/6/2012</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	<u><i>[Signature]</i></u> DEPARTMENT OF BUDGET & MANAGEMENT	<u>01/04/2012</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

## **COMPLIANCE DIVISION MANAGER I**

**GRADE: 13**

### **GENERAL DESCRIPTION**

Performs routine (journey-level) managerial work overseeing the daily operations and activities of an agency's program(s). Work involves establishing goals and objectives; developing guidelines, procedures, and rules; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns, and supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Manages activities of staff in program area(s).

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.

Develops and implements techniques for evaluating program activities.

Develops and evaluates budget requests.

Plans, implements, coordinates, monitors, and evaluates policies and procedures.

Identifies areas of needed change, and makes recommendations to improve operations.

Provides technical guidance in the program area.

Oversees the preparation of management and productivity reports and studies.

Oversees special investigations and research studies.

May oversee the preparation, development, review, and revision of legislation.

May represent the agency at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees.

Plans, assigns, and supervises the work of others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

One to two (1-2) years of experience in the management of a program relevant to the assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management.

Ability to manage program activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

**Maintain mental capacity which permits:**

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

**Effectively handle a work environment and conditions which involve:**

- working closely with others
- working in a multi-task environment

**Maintain effective audio-visual discrimination and perception needed for:**

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

## **DIVISION DIRECTOR, UCP HOUSING**

**GRADE: 16**

### **GENERAL DESCRIPTION**

Under the director of the Urban County Program Director, this position directs and administers the Owner-Occupied, Homebuyer, CHDO, NSP, NSP3, and Disaster Recovery Programs offered through Hidalgo County's Urban County Program Department. Responsible for interpreting federal regulations and state policies as they relate to the programs. Develops and monitors the divisions overall compliance review strategy and processes to ensure that all policies, laws and other requirements of the applicable legal, regulatory, Federal and State entities, agencies are met. Plans, assigns, and supervises the work of others. Works under limited supervision, with extensive latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Direct and supervise the housing development rehabilitation staff

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities

Acts as a liaison with participants, lenders, and developers to obtain the most favorable lending requirements for home buyers and program participants

Maintains contact with counseling agencies and monitors the participants progress; develops counseling programs that will create long-term home ownership for program participants

Coordinate with various cities, agencies, nonprofit organizations and governmental entities to enhance home ownership opportunities for participants

Promotes the programs by developing and implementing and appropriate outreach approach

Responsible for ensuring the department complies with all applicable rules, regulations and requirements

Trains staff on new tasks and/or conducts cross-training

Develops and implements techniques for evaluating program activities

Develops and evaluates budget requests

Develops and implements policies, procedures and standards for compliance

Plans, implements, coordinates, monitors, and evaluates policies and procedures

Evaluates the program's effectiveness and efficiency to meet the organization's business goals

Research program changes and prepares reports, trainings and presentations

Provides technical guidance in the program area

Oversees the preparation of management and productivity reports and studies

Oversees special investigations, research studies, and internal audits

Represents the program area at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees

Compile and prepare data and draft reports regarding the contract compliance program as needed or requested

Plans, assigns, and supervises the work of others.

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Minimum of five (5) years of experience in regulatory compliance, compliance audit, or the management of a HUD program relevant to the assignment. Graduation from an accredited college or university with a Bachelor's degree in a Political Science, Business Administration, or related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

### **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Certified as a HUD Specialist and/or Underwriter required

### **Knowledge, Skills, and Abilities**

Proficient knowledge of federal programs, regulations including Code of Federal Regulations, Federal Register, counseling programs and loan packaging for homebuyers and homebuyer assistance programs

Knowledge of accounting and budgeting principals and data processing including HUD IDIS reporting

Ability to write technical material clearly, concisely, and familiar with building and housing codes as appropriate

Must be able to interpret blue prints, plans, and specifications

Ability to work well with others

Ability to manage program activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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