



Rebecca Grill
City Administrator
City Administration Office
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MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator 
RE: Department Request to Fill Upcoming Vacant Position
DATE: September 13, 2017

Attached is John Stibal's request to fill the upcoming vacant position of Housing Specialist in the Department of Development, Community Development Division.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw

cc: Mayor
HR Dept.
John Stibal
Patrick Schloss
Kristi Johnson

ADM\Vacpos\VACPOSREQ HsngSpec 091917



MEMORANDUM

TO: Rebecca Grill, City Administrator

FROM: John Stibal, Director of Department of Development

DATE: September 13, 2017

RE: Request to Fill Vacant Position

The Department of Development respectfully requests permission to fill an upcoming vacancy in the Community Development Division. Donna Lillis, full-time Housing Specialist, submitted her intent to retire on September 5, 2017 with an effective date being October 27, 2017. Ms. Lillis provided over 21 years of dedicated service to the City and was a valuable member of various City departments through the years.

The Housing Specialist position is a key position in fulfilling administrative delivery of the federal Section 8 Housing Choice Voucher Program and funded through administrative fees earned from HUD by issuing vouchers to eligible participants. The position has an important role in meeting HUD compliance standards directly tied to federal codes that are systematically monitored monthly and audited annually.

If this position is filled internally, it is my intention to fill any other vacancies that result. I am available to answer any questions relative to the need to fill this position.

cc: Patrick Schloss
Kristi Johnson
Audrey Key



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Community Development Division Position Title: Housing Specialist

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 10 / 27 / 20 17

Person Replaced: Donna Lillis

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: Section 8 Housing Choice Voucher Administrative Funds

Anticipated Date for Filling Position: 10 / 27 / 20 17

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

The Housing Specialist is important to fulfilling HUD requirements in the administration and compliance of the Section 8 Housing Choice Voucher program. The position is responsible for administering nearly 300 vouchers on a monthly basis. The program requires staff to

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____

The Housing Specialist position is key to meeting the federal obligations associated with issuance of housing choice vouchers within timeframes outlined in the Program's federal code. Filling the position is critical to meeting program requirements as well as meeting the

What will be the impacts on service functions to the public if the position is not filled? _____

The impact of not filling the position may impact the HUD assessment or scoring for the Housing Authority. Currently, the Division manages 602 vouchers in accordance with federal requirements. The City was recently contacted about adding more Veterans Affairs

What will be the impacts on service to city staff if the position is not filled? _____

Other staff will need to absorb the processing and servicing of nearly 300 vouchers. Staff time would need to be realigned to absorb the additional administrative work for the clients (data, telephone calls, inspections, etc.). The realignment would reduce the benefit of other

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____

Staff evaluated the position and concluded that with the ability to serve up to 602 vouchers would be challenging if the position was eliminated and other staffing positions would suffer from absorbing an eliminated position's responsibilities. Through the years,

How has this vacancy/need been covered so far? _____

Annoucement of retirement on 9/5/2017

How many other similar positions exist in this department? One: Housing Program Coordinator

Requestor Information

Please Print: Patrick Schloss Comm Dev Div Mngr Community Development Divisio
Name Title Department

Signature/Date: _____ / _____ / _____

Attached: Memorandum Current Position Description

HOUSING SPECIALIST

JOB SUMMARY: This position works with the U.S. Department of Housing and Urban Development's (HUD's) Section 8 Housing Choice Voucher program and administers participant files and adheres to federal regulations and codes pertaining to the Program.

NATURE OF THE WORK: An employee in this classification is responsible for varied assignments involving the operation of the U.S. Department of Housing and Urban Development's (HUD's) Section 8 Housing Choice Voucher program, the implementation of Program policies, the knowledge and interpretation of federal regulations, and the gathering, preparation, initial evaluation and reporting of various program/project data. This requires the application of independent judgment according to established federal regulations, policies and procedures. Work problems involving important departures from standard policies are reviewed with a superior but ordinarily employees are expected to develop their own procedures and carry work through completion. The employee will be expected to have excellent communication skills as the nature of the work involves daily face-to-face communication with clients and many phone calls throughout a typical day. This position requires attention to detail.

DUTIES: Typical duties include: daily review of income/assets/allowances of Section 8 Housing Choice Voucher participants; determination of household eligibility based on federal regulations, Program policies and income; constant communication with Program participants and landlords in the form of mail, email and phone; review of/monitor rental leases/contracts and analysis of compliance/conformance with Program policies and regulations; analysis of criminal background checks for Program eligibility purposes; conduct "briefings" (interviews/explanation of program rules and regulations) to new Program participants; resolve PIC (HUD software/data) errors; conduct Program participant terminations hearings; makes necessary contacts with agencies, persons, or businesses related to the operation of various programs, including other housing authorities; participate in/attend various state-wide or nation-wide conferences to better expand knowledge of the Program; monitor/inspect rental units for compliance with Federal Housing Quality Standards or similar HUD-required standards, including completion of work orders and repairs; resolve complaints from/between Program participants and/or landlords; assist in the preparation of periodic reports related to housing programs; maintain program case files, register and records; assist in implementation of housing and development activities, assist the activities of the Fair Housing Board, use of Veterans Affairs Supportive Housing Vouchers, and assist the Housing Rehabilitation, Beloit Road Senior Housing, and HomeBuyer Programs, and other programs within the department; and perform other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles, objectives and procedures of the U.S. Department of Housing and Urban Development's (HUD's) Section 8 Housing Choice Voucher

HOUSING SPECIALIST

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program and other various housing and housing management programs; ability to secure adherence with Administrative Plans, local, state and federal regulations and specifications;; good skill in planning and task orientation, good skill in working independently without specific instruction; ability to understand and follow complex oral and written instructions; ability to compose letters and reports relative to Program policies and procedures; ability to establish and maintain effective working relationships with other employees, various public agencies and the public; knowledge of modern office procedures, practices and equipment; skill in the use of a calculator, copier, computer, iPad, scanner and other modern office equipment , including the ability to learn specialized software associated with management of federal reporting and management of various housing programs and working skills with all Microsoft Office software

Limited travel may be required associated with training, recertification, conferences or other professional development.

MINIMUM REQUIREMENTS:

An Associate Degree in Accounting/Financing, Business, Social Work, or related field and three years of recent paid work experience in housing related programs.

OR

An equivalent combination of experience and training that would provide the knowledge, skills, and abilities to perform the "duties" stated above.

Proficient in the use of office computers including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), iPad, etc.

Certification as Housing Specialist desirable.

Revised September 2017