



**Bremerton Housing Authority**

## **PBCA Compliance/Occupancy Specialist I**

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<b>Department:</b> Contract Management Services	<b>Job Status:</b> Full Time
<b>FLSA Status:</b> Non-Exempt	<b>Reports To:</b> PBCA Compliance Manager
<b>Grade/Level:</b> 40	<b>Amount of Travel Required:</b> None
<b>Job Type:</b> Regular	<b>Positions Supervised:</b> None
<b>Work Schedule:</b> Normal Business Hours	<b>Union:</b> Non-union

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### **POSITION SUMMARY**

Position is responsible for writing reports for the audit of tenant files and owner policies to ensure compliance is maintained in accordance with federal regulations, HUD guidance, and the HAP contract.

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### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Function Summaries**

- Receive information from Compliance Specialist III, determine findings, write MOR report, and prepare HUD documents for delivery to the Owner, Agent, and HUD.
- Monitor CMS MOR inbox, including logging OA responses in master log and filing OA responses and HUD correspondence into property folders in shared drives.
- Manage the master log by running the daily task reports and sending out periodic email reminders to Owners/Agents.
- Professionally interact with Owners and Management Agents, assisting with questions related to various HUD handbooks, housing notices, guidebooks, etc.
- Prepare and review invoice reports and status reports at regular intervals.
- Review and analyze operating budgets and need for rental adjustments.
- Other duties as assigned.

### **POSITION QUALIFICATIONS**

#### **Required Competencies**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.

- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Technical Aptitude – Performance Based Contract Administration (PBCA) Programs - Ability to comprehend complex technical knowledge and terminology of Project-Based Section 8 housing programs and applicable federal, state and local laws within the first six months in the position.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

### **Required Education and Experience**

**Education:** Must have at least 1 year of full time credits in higher education (college or technical institution) is required. Associates Degree is strongly preferred with the field of study in Business, Public Administration, Accounting, Communications, or related field.

**Experience:** A least 1 year direct affordable housing experience utilizing a basic understanding of various HUD forms, (such as the 50059) and various HUD Handbooks – **or** – At least 3 years managing residential properties with the responsibility of auditing residential records for program compliance.

At least 3 years of experience in composing detailed content in professional documents, letters, memos, and reports.

At least 3 years of experience in working with diverse customers

**Computer Skills:** Intermediate user of Microsoft Office products, including Word, Excel, and Outlook. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

**Certifications & Licenses:** Certified Occupancy Specialist certification, highly desired.

**Other Requirements:** Must pass background check indicative to the position requirements.

Bremerton Housing Authority has the discretion to accept any other equivalent combination of education and experience when relevant.

## PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	O	<b>Lift/Carry</b>	
Walk	O	10 lbs or less	O
Sit	F	11-20 lbs	O
Manually Manipulate	F		
Reach Outward	O	<b>Push/Pull</b>	
Reach Above Shoulder	O	12 lbs or less	O
Climb	N		
Crawl	N	<b>Other Physical Requirements</b>	
Squat or Kneel	N	• Vision (Near)	
Bend	O	• Sense of Sound -	
Grasp	O	listening to	
Speak	F	instructions and	
		customer comments	

## WORK ENVIRONMENT

This is primarily an office position. The employee primarily sits at a desk, but has the opportunity to move about at will. Hand-eye coordination is necessary to operate various types of office equipment. The employee will occasionally lift and carry up to 20 pounds.

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Prepared by: Paula Kennedy, Human Resources Manager Date: 8/3/21

Reviewed by: Kristy Yeadon, PBCA Compliance Manager Date: 8/3/21

Reviewed by: Carlita Mendez, CMS Director Date: 8/3/21

The Housing Authority of the City of Bremerton (BHA) has reviewed this position outline to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Review the job analysis or desk manual for greater details about the types of tasks being performed in this position. This document does not represent a contract of employment, and BHA reserves the right to change this position outline and/or assign tasks for the employee to perform, as the company may deem appropriate.



Equal Employment and Housing Opportunity

Barrier Free



Bremerton Housing Authority does not discriminate on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation, age (over 40), military status, whistleblower retaliation, or familial status in admission and access to its programs.

To request a reasonable accommodation for work related reasons, contact the HR office at 360-616-7107.

To request a reasonable accommodation for housing, contact a BHA Section 504 Coordinator at 360-479-3694