



Housing Authority of the County of Alameda

Human Resources Department

Position:	Housing Inspector	Classification #:	3652
Salary:	\$5,255.00 - \$6,302.00 Monthly \$63,063.00 - \$75,621.00 Annually	Location:	Hayward, California
Job Type:	Regular Full-Time	Department:	Housing Programs
Opening Date:	09/23/2024	Closing Date:	10/21/2024 11:59 PM Pacific

ABOUT HACA:

The Housing Authority of the County of Alameda (HACA) offers several programs funded by the U.S. Department of Housing and Urban Development (HUD) to assist low-income families, seniors, people with disabilities, and others in various parts of Alameda County. HACA's goal is to provide affordable housing, rental assistance, and associated services to individuals with low-, very low-, and extremely low incomes. This includes elderly individuals and those with documented disabilities, assisting them in achieving as much independence as possible within their means.

ABOUT THE POSITION:

DEFINITION/PURPOSE:

Under direction, to inspect units under Housing Authority programs, based on HUD inspection requirements for the Housing Choice Voucher (HCV) Program, and perform related work as required.

DISTINGUISHING FEATURES:

Housing Inspectors may be found in the Housing Program Unit of the Housing Authority where they may receive supervision from the Housing Programs Manager or direction from the Leasing Services Leadworker.

Incumbents perform inspections of the interior and exterior of housing units to ensure program compliance. This class is distinguished from the class of Housing Specialist by the absence of technical responsibilities related to leasing and contract functions.

ESSENTIAL JOB FUNCTIONS:

The following list of duties are the essential job functions for this classification.

1. Schedule and perform initial, special, or annual inspections and reinspections, as assigned, for prospective or existing Housing Authority program units to ensure compliance with inspections standards.
2. Determine compliance with HUD inspections standards, document deficiencies, and file inspection reports utilizing housing software and based on established policies and procedures. Follow up with landlords and tenants as necessary.
3. Verify the condition of the unit, the neighborhood and other applicable information, to assist in the determination of whether the proposed rent is reasonable.
4. Perform reinspections as needed to ensure required repairs are completed by required Housing Authority program deadlines.
5. Conduct move-out and damage claim inspections for specific programs as needed. Investigate claims related to tenant damage. Process damage claim paperwork.
6. Communicate inspection findings and recommendations clearly and professionally to landlords, tenants, and relevant stakeholders.
7. Attend meetings with supervisor and team members to discuss inspection strategies, performance metrics, and program updates.

KNOWLEDGE AND ABILITIES:

- **Knowledge of:** Practices and procedures used in housing inspections; basic housing code and safety requirements; basic property maintenance and construction terminology, techniques and materials; principles and procedures of record keeping; basic math principles.

ABOUT THE POSITION (CONTINUED):

- **Ability to:** Learn, interpret, explain and enforce applicable housing inspections standards, rules, procedures and regulations; complete required trainings for HUD inspections standards; operate applicable inspections equipment such as electrical testers, smoke detector testers, flashlights, etc.; utilize housing software and other technology tools to facilitate inspection processes and documentation; communicate clearly and professionally to landlords, tenants and co-workers; work without close supervision..

PHYSICAL DEMANDS:

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer, mobile tablet, office equipment, and any necessary inspection equipment. Good eyesight is required to read and write, conduct residential inspections, and to operate electronic equipment effectively. Good hearing and speech are necessary to communicate co-workers, landlords, tenants, and the general public. Must be able to work in inclement weather and adverse environmental conditions. Strength and flexibility are required to bend, reach, crawl, kneel and stoop. Mobility to move through and about residences including climbing stairs and ladders is required. Some duties require working in a dusty and/or dirty environment. Occasional lifting of and use of force up to 20 pounds is required.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

OPTION I

Two years of experience in residential property management, maintenance, or performing building inspections, and Education equivalent to completion of the twelfth grade.

OPTION II

Three years of service in the Administrative Clerk or higher-level position at the Housing Authority of the County of Alameda.

OPTION III

A combination of experience and education demonstrating the candidate has acquired the necessary knowledge and skills for the role.

LICENSE:

Possession of a valid California Motor Vehicle License and a driving record acceptable to the Housing Authority's insurance carrier. Unacceptable driving records include, but may not be limited to, restricted/suspended licenses, recent history of preventable accidents, and excessive numbers of moving violation convictions.

DESIRABLE QUALIFICATIONS:

Ideal Candidate

The ideal candidate will have solid experience and proficiency in:

- Methods and practices used in housing inspections for HUD programs
- Microsoft Office 365 suite of programs (Excel, Outlook, Teams, and Word)
- Utilizing software and technology to facilitate inspections and reporting processes
- Interfacing with the general public and diverse populations
- Communicating with ease and providing excellent customer service

Successful Candidate

The successful candidate will have many of the following personal attributes:

- Well-organized and able to adapt to shifting priorities and inspection scheduling needs
- Excellent communication and interpersonal skills
- Ability to interact with a diverse population
- Proactive and enthusiastic quality service provider

BENEFITS:

HACA offers a comprehensive and competitive benefits package that affords wide-ranging healthcare options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discounts, and fitness and health screening programs focused on overall well-being. These benefits include but are not limited to*:

For your Health & Well-Being:

- Medical – HMO & PPO Plans – HACA contributes a fixed amount toward employee medical insurance under one of several recognized programs)
- Dental – HACA pays the premium for dental insurance for the employee and dependents.
- Vision - HACA pays the premium for a vision plan for employee coverage; employees can pay premium for dependents.
- Basic Life Insurance - HACA pays the premium for a group life insurance benefit plan.

For your Health & Well-Being (continued):

- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future (Reciprocity ability):

- Retirement Plan - Both the employee and HACA contribute to the Alameda County Retirement Association (ACERA). Employees entering ACERA after 1/1/2013 enter at the Tier 4 benefit level. Tier 4 mandatory employee contributions are 9.30% of the employee's eligible salary. Mandatory employee contributions are made through payroll deduction on a pre-tax basis.
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance:

- 14 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Catastrophic Sick Leave
- Credit Union - HACA employees are eligible to join a Credit Union.

Work Week:

- This position at HACA follows a 9/75 work schedule, which means employees work for nine consecutive days and then have a day off every other Friday. This type of shift system reduces fatigue and burnout among the employees. The schedule for the two weeks is as follows:
 - Week 1, Monday to Friday, and,
 - Week 2, Monday to Thursday.

BACKGROUND CHECK & PRE-EMPLOYMENT PHYSICAL:

Background Check:

As part of the application process, we may conduct an investigation into an applicant's employment history and contact their references. If the results of this investigation raise concerns, it may lead to disqualification from consideration for the position. Additionally, we will also take fingerprints for a criminal history review. A past conviction will be carefully considered on a case-by-case basis, considering its relevance to the job in question. While a conviction may result in the termination of eligibility for employment, it will not necessarily disqualify an applicant from consideration. Ultimately, the Personnel Committee or Executive Director will make the final decision.

Pre-Employment Physical:

It is a requirement for all newly hired individuals to undergo a pre-employment medical examination, with employment offers being contingent on successfully passing the examination. HACA retains the right to disqualify candidates based on the report provided by the examining physician.

HOW TO APPLY & TENTATIVE SELECTION PLAN:

How to Apply:

- 1. Application materials are available on the HACA website at: <https://www.haca.net/employment/job-listings/>
- 2. Applications must be submitted by 11:59 p.m. on Monday, October 21st, 2024, unless extended.

Application:

All the following documentation is **REQUIRED**, and the application packet **MUST** be submitted for the applicant to receive full consideration. All applicants must submit an application packet consisting of:

- 1. Compelling cover letter explaining interest and qualifications; and,
- 2. Resume; and,
- 3. Completed HACA employment application; and,
- 4. HACA supplemental questionnaire.

Applicants may submit their application packet using one of the following methods:

- 1. Email your application packet to: jobs@haca.net
- 2. Mail your application packet to: (Postmark **MUST** before 11:59 pm on Monday, October 21st, 2024)

HACA / Attn: Mildred Otis, Human Resources Manager
22941 Atherton Street
Hayward, CA 94541

Tentative Selection Plan:

Applicants will be informed via email with reasonable notice in advance of any examination process which will require their attendance. The following dates are tentative and subject to change based on the needs of HACA:

Deadline for Filing:	11:59 p.m. on Monday, October 21st, 2024
Review for Minimum Qualifications:	Week of October 28th, 2024
Written Exam/Panel Interviews (in person):	Week of November 4th, 2024
Second Interviews (in person)	Week of November 18th, 2024
Selection and Offer:	Week of November 25th, 2024
Anticipated Start Date:	Monday, December 9th, 2024

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN

HACA’s Human Resource Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) HACA’s Reasonable Accommodation Policy and applicable statutes.

To request accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the Human Resources Representative listed on the job announcement before the last date of filing. HACA requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA, and applicable statutes. For more information regarding our Reasonable Accommodation procedures, please visit our website, <https://www.haca.net/participants/reasonable-accomodations/>

EQUAL EMPLOYMENT OPPORTUNITY:

HACA has a diverse workforce that is representative of the communities we serve and is proud to be an equal-opportunity employer. All aspects of employment are based on merit, competence, performance, and business need. HACA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. HACA celebrates diversity and is committed to creating an inclusive and welcoming workplace environment.

EXAMINATION:

Applications and other required related documents must be filed within the official period advertised for each examination. Applicants are responsible for the truth of all statements made in their applications and other related documents. False statements are grounds for rejection of an application or discharge from HACA employment in accordance with applicable HACA Personnel Rules.

The examination aims to assess the applicant's proficiency and expertise in various areas relevant to the position and will consist of the following steps:

1. Screening of all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam.
2. Review of applications of those candidates who meet the minimum qualifications for selection of those best qualified to continue in the exam process.
3. A job-related in-person interview and an in-person written exercise.

THE SUPPLMENTAL QUESTIONNAIRE FOLLOWS ON THE NEXT PAGE.

SUPPLEMENTAL QUESTIONNAIRE:

The HACA employment application and supplemental questionnaire can be downloaded from HACA's website at www.haca.net. If you have any questions, please email the HR department at jobs@haca.net. HACA will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please email jobs@haca.net.

HOUSING INSPECTOR SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates with the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements and are the best qualified for the position will continue in the exam process.

DIRECTIONS:

It is critical that you respond to this Supplemental Questionnaire completely; however, please limit your responses to one page for each question. Indicate your name on each page of your response.

Please be advised that although you may possess the minimum qualifications requirements for this exam, you are not guaranteed advancement in the selection process.

Return your completed application and supplemental questionnaire immediately, as the exam may close at any time period. Applications submitted without a completed supplemental questionnaire will not be considered.

1. Can you provide examples of your experience conducting residential inspections, including specific experience with HUD programs?
2. How do you communicate inspection findings and recommendations to landlords, tenants, and other stakeholders clearly and professionally?
3. What experience do you have working with housing software and technology tools to facilitate inspection processes and documentation?
4. Can you provide an example of a challenging inspection situation you faced and how you resolved it?
5. How do you ensure accuracy and thoroughness in documenting deficiencies while balancing a large volume of daily inspections?