



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/17/2025

Agency: Oregon Housing and Community Services

Facility: Affordable Rental Housing Division

☐ New ☒ Revised Workday ID: 000000150574

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Compliance Specialist 1</u>	b. Classification No:	<u>C5246</u>
c. Working Title:	<u>Compliance Specialist</u>	d. PPDB No/WD ID:	<u>0001999</u>
e. Section Title:	<u>HCA</u>	f. Agency No:	<u>91400</u>
g. Employee Name:		h. Budget Auth No:	<u>1433356</u>
i. Supervisor Name:	<u>Nathan Robedeaux</u>	j. Repr. Code:	<u>OAS</u>
k. Work Location (City – County):	<u>Salem – Marion Veterans Bldg.</u>		
l. Position:			
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year			
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
m. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
		n. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Oregon Housing and Community Services (OHCS) provides stable and affordable housing and engages leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS's vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS's Affordable Rental Housing division provides financial support to create and preserve quality, affordable housing for Oregonians of lower and moderate incomes. The Affordable Rental Housing division administers federal, and state funded multifamily rental housing resources to facilitate the increased availability of safe, decent, and affordable housing for Oregonians with low incomes. This includes the financial underwriting to develop new multifamily affordable rent units and for the acquisition and rehabilitation of existing multifamily units; the preservation of existing subsidized multifamily rental housing and the long-term maintenance of affordable multifamily housing through asset management and

compliance, as well as management HUD Section 8 contracts to ensure effective provision of thousands of affordable rental homes for the state of Oregon. The division oversees complex real estate stakeholders to best meet Oregon's affordable housing needs.

Portfolio Administration Section: HUD Contract Administration

HUD Contract Administration serves as the Performance Based Contract Administrator (PBCA) for project-based Section 8 housing in Oregon. These activities cover 249 contracts and over 9,700 units across the state. The section provides technical support to owners, managing agents, site staff, and residents. Section 8 is a critical federal resource providing affordable housing through private landlords across Oregon.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to respond to tenant health and safety complaints and assist with consistent, accurate and timely performance and reporting of Incentive Based Performance Standards as outlined in the Annual Contributions Contract OHCS maintains with HUD. Staff in this position monitor project operations to verify that property owners and management agents are compliant with HUD and other federal regulations and their Housing Assistance Payments (HAP) Contract.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
90	R	E	CONTRACT ADMINISTRATION, FINANCIAL ANALYSIS, REGULATORY ANALYSIS, AND ENFORCEMENT <ul style="list-style-type: none"> Assists Quality Assurance Advisor and Compliance Officer to: <ul style="list-style-type: none"> Ensure performance-based tasks are performed at the acceptable quality levels as outlines in the annual contributions contract; Ascertain owner and management agent compliance with state and federal rules, regulations, policies and guidelines; Recommend appropriate enforcement action regarding non-compliance. Management and Occupancy Reviews: Provides support to Compliance Officers for the MOR process to include, but not limited to: <ul style="list-style-type: none"> Requests and tracks receipt of documents from owner and management agent to ensure all documents are received Tracks deadlines for the entire MOR process Runs and prints reports for MOR preparation Sends close-out letters to owner/agents Assist with MOR follow ups and ensure deficiencies are appropriately mitigated Assist with MOR onsite reviews; including tenant file reviews and HUD physical inspections Reporting: Ensures required data is entered into iREMS and HDS is accurate for monthly, quarterly, and annual reports; and researches and provides additional information as needed or requested to complete the reports. Assists Section Manager with HUD reporting. Resident Complaints – Life/Non-Life-Threatening Health & Safety

			Issues: <ul style="list-style-type: none"> ○ Reviews, analyzes, and assesses validity of complaints, and determines if life or non-life-threatening ○ Acts as liaison between owners, management agents, and residents to ensure complaints are satisfactorily resolved in a timely manner • General Complaints: <ul style="list-style-type: none"> ○ Acts as liaison between owners, management agents, and residents to ensure complaints are satisfactorily resolved in a timely manner ○ Maintains a monthly general complaint log to ensure satisfactory resolution
5	R	E	Technical Consultation and Support <ul style="list-style-type: none"> • Provides technical assistance and guidance to owners, management agents, residents, general public, government agencies and officials, and attorneys regarding HUD- subsidized program requirements, and specific property information as appropriate. • Supports the HAP Contract Manager by reporting and discussing issues that need to be addressed.
5	R	NE	Special Projects and Other duties as assigned <ul style="list-style-type: none"> • Special projects as assigned by the manager or administrator to ensure satisfactory execution of the Annual Contributions Contract.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- There are often conflicts between federal and state rules and regulations. Staff must thoroughly review and be able to effectively interpret numerous federal and state rules and regulations.
- Often deals with difficult and combative individuals.
- Special assignments and time sensitive projects often require working extended hours and occasional weekend work.
- This position requires frequent travel on official State business and your position has been identified with **Driving as an Essential Function**. Incumbent must have a valid driver's license and an acceptable driving record. Failure to maintain an acceptable driving record may have consequences on incumbent's ability to perform the essential duties of this position.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

Federal and state rules, regulations, policies and procedures are reviewed and interpreted daily to ensure compliance and carry out performance-based services under the Annual Contributions Contract and provide technical assistance.

HUD Handbooks: Used on a daily basis to effectively and accurately perform job duties associated with the Annual Contributions Contract, and provide technical assistance to owners, management agents, residents, government officials and the public.

Annual Contributions Contract – Project-Based Section 8 Contract Administration: Outlines the required Performance Based Performance Standards (IBPS) to be performed, and the Acceptable Quality

Level (AQL) that must be met for each standard. Outlines the basic fee for meeting, and disincentive fee for not meeting, the AQL for each IBPS. Staff must be familiar with the IBPS and AQL requirements to ensure the Department receives the maximum fee permissible under the Annual Contributions Contract.

HUD Guides: Provide more specific guidance, policies and procedures for implementing the Annual Contributions Contract requirements.

Internet Sites: Various Internet sites to obtain frequent updates to current rules, regulations, policies and procedures; REAC inspections to monitor for health and safety issues; and provide technical assistance.

Code of Federal Regulations: Title 24 of the Code of Federal Regulations contains regulations regarding the Department of Housing and Urban Development’s subsidized housing programs. Staff must be familiar with these regulations to ensure programs are administered and monitored properly.

Federal Register: Regulations are rules enacted in response to statutes. Staff accesses the Federal Register daily to review interim and final rules that affect the monitoring of subsidized housing programs. When requested in interim rules, staff provides comments regarding a rule, or any revisions to a rule. Owners and management agents are sent a copy of any rules that may affect their responsibility to manage properties.

OMB Super Circular (formerly OMB Circular 133) – Compliance of Federally Financed Assistance Programs: Provides a compliance matrix that outlines compliance requirements for federal programs, as associated with financial and performance reporting. Staff must incorporate these requirements into the review process.

Oregon Revised Statutes - Chapter 90 – Residential Landlord and Tenant: Outlines owner and resident responsibilities regarding rental housing. Staff must ensure that owners and management agents are in compliance Chapter 90. When conflicts arise between Chapter 90 and federal rules and regulations, staff must be able to determine which rule or regulation prevails.

HCA Policies and Procedures: Outlines the processes staff are to use when performing Annual Contributions Contract responsibilities. Staff must be familiar with these policies and procedures to ensure Acceptable Quality Levels (AQL) outlined in the Annual Contributions Contract are met, and Department receives the maximum fee possible.

b. How are these guidelines used?

References listed are the foundation for staff’s ability to perform required duties and ensure owner and management agent compliance. References are frequently accessed to assist in decision-making processes; training; providing recommendations and technical assistance; monitoring compliance; and developing policies and procedures.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
Project Owners Management Agents	Verbal: Telephone/In Person Written: Correspondence/E- mail	<ul style="list-style-type: none"> Provide technical assistance or information regarding rules, regulations, policies, procedures, actions, etc. regarding HUD- subsidized housing programs and property management 	Daily

		<ul style="list-style-type: none"> • Discuss life-threatening and non-life threatening health & safety issues; maintenance issues; and resident complaints • Discuss contract renewal, rent adjustment, and MOR document issues • Obtain information regarding general and specific project issues 	
Residents	Verbal: Telephone/In Person Written: Correspondence/E- mail	<ul style="list-style-type: none"> • Provide technical assistance or information regarding rule, regulations, policies, procedures, actions, etc. regarding HUD-subsidized housing programs • Act as liaison between residents, owners and management agents regarding management and specific project issues 	Daily
Other Government Agencies and Officials	Verbal: Telephone/In Person Written: Correspondence/E- mail	<ul style="list-style-type: none"> • Provide technical assistance or information regarding rule, regulations, policies, procedures, actions, etc. regarding HUD-subsidized housing programs. • Provide project-specific information as appropriate. • Act as liaison between owners, management agents and agencies/ officials. 	Monthly
Attorneys General Public	Verbal: Telephone Written: Correspondence/E- mail	<ul style="list-style-type: none"> • Provide technical assistance or information regarding rule, regulations, policies, procedures, actions, etc. regarding HUD-subsidized housing programs. • Provide project-specific information as appropriate. 	Occasionally
HUD Personnel	Verbal: Telephone/In Person Written: Correspondence/E- mail	<ul style="list-style-type: none"> • Discuss issues associated with compliance of the Annual Contributions Contract, IBPSs and AQLs • Discuss general and specific project information • Discuss issues and 	Daily

		notifications during contract renewal process <ul style="list-style-type: none"> • Discuss issues regarding non-compliance of HUD-subsidized rules and regulations • Discuss resident issues • Discuss management issues • Discuss issues regarding HUD Secure System 	
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SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Responsible for ensuring that best practices are used on a continual basis while completing and monitoring assigned projects. This position has the authority to make independent decisions related to rules, regulations, policies and procedures. Decisions affect program and Department integrity. Errors could have broad potential impact and could result in legal ramifications. Must thoroughly review and be able to effectively interpret numerous federal and state rules and regulations. Since there are often conflicts between federal and state rules and regulations, must be able to determine which regulation takes precedence. Decisions made by this position could have a broad impact on the success of the HUD Contract Administration Section, and ultimately the success of Oregon Housing and Community Services.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Compliance and Regulatory Manager 1	0001130	Verbal and written communication Monthly Stewardship Meetings Annual Performance Review	Weekly Monthly Quarterly	Confirm compliance with rules, regulations and procedures

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The individual in this position is expected to (a) create a professional environment focused on high productivity; (b) model sound work habits, through personal example and leadership, (c) maintain accurate and current office records (time sheets, travel expenses records, weekly reports, etc.) and submit these for appropriate action in timely manner; (d) actively contribute, participate, and engage in department meetings and other settings, and (e) complete special projects and other duties as assigned.

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with agency personnel and with appropriate external partners; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

The individual in this position must have good written and computer skills and excellent verbal communication and presentation skills. Punctuality and regular, consistent attendance are key elements of this position.

There are often conflict between federal and state rules and regulations. Must thoroughly review and be able to effectively interpret numerous federal and state rules and regulations.

This position must pass a criminal records and driver license check. The individual shall have and maintain an acceptable driving record. Driving records will be reviewed by Human Resources on an annual basis.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date