

# Management Analyst II - Housing Program Analyst

**Salary** - \$66,103.86 - \$110,173.86 Annually

**Location** - FAIRFAX (FH22), VA

**Job Type** - FT Salary W BN

**Job Number** - 24-01217

**Department** - Housing & Community Dev

**Opening Date** - 05/11/2024

**Closing Date** - 5/24/2024 11:59 PM Eastern

**Pay Grade** - S24

**Posting Type** - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4496290/management-analyst-ii-housing-program-analyst?keywords=Management%20Analyst%20&pagetype=jobOpportunitiesJobs>

## Job Announcement

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to provide safe, affordable homes for the residents of Fairfax County; and assists the disabled and senior members of our community. Through our efforts nearly 20,000 people live in stable environments, including teachers, first responders and nurses who serve our county every day. Through our outreach, non-profit partners are able to join in this effort and provide necessary care for people with special needs. And with our assistance many people are able to purchase their first home.

Join our team to create safe, stable, inclusive, quality affordable homes in our community. Make a difference - come and work for us!

Assists with agency wide program investigations, Public Housing Information Center (PIC) Reporting, Enterprise Income Verification (EIV) reporting and monitoring, monitoring repayment agreements and supervising support staff. Works directly with supervisor to ensure Rental Assistance Division managers have regular access to data to inform decision making. Develops and implements objective, random sample-based quality control review processes for key programmatic areas. Assists supervisor with evaluating volume and quality of work produced and making recommendations to improve the quality of work in the Division. Applies knowledge of housing programs and quality assurance protocols. Responsible for managing an ongoing caseload of housing program compliance referrals and citizen and community reports of program abuse. Ensures federal Privacy Act protections are adhered to for federal housing participants, documents evidence in a timeline for hearings, analyzes investigative findings, statistical data, and supporting documents and represents the Rental Assistance Division at informal hearings and in legal proceedings. Establishes and maintains good working relationships with legal services and court personnel, county agencies, and other HCD staff. Applies verbal and written communication skills. Ensures information is accurately entered into software systems (YARDI; PIC, EIV, SharePoint) in a timely manner and errors are corrected to meet federal and local performance metrics for the program.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness. Watch these videos to learn more:

- Click [here](#) to watch a video on Working for Fairfax County Government
- Click [here](#) to watch a video on benefits offered by Fairfax County Government

For more information on the Fairfax County Department of Housing and Community Development, click [here](#).

You also can view [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2023 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

The Department of Housing and Community Development is committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click [here](#) to learn more about the One Fairfax policy.

**Note:** The assigned functional areas of the position are **housing programs, quality assurance, internal audits, staff supervision, and business process improvement.**

## Employment Standards

### MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#) *(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")* Graduation from an accredited four-year college or university with a bachelor's degree in the field related to the assigned functional area; plus two years of professional work experience within the functional area.

### CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

### PREFERRED QUALIFICATIONS:

- Graduation from an accredited college or university with a master's degree in the field related to the assigned functional area
- Four years of demonstrated experience in housing programs and quality assurance protocols
- Demonstrated ability to function independently, make informed decisions, and meet multiple deadlines in a fast-paced environment
- Knowledge of federal, state and local laws governing subsidized housing programs and public assistance programs
- Clear and concise oral and written communication skills
- Experience with investigations and resolving complaints
- Experience supervising staff
- Excellent organizational and interpersonal skills
- Experience using systems and databases, including but not limited to: Yardi Voyager, SharePoint and Microsoft Office Suite (Outlook, Word, Excel, Publisher, and PowerPoint).

### NECESSARY SPECIAL REQUIREMENTS:

The appointee to the position must satisfactorily complete a criminal background check.

### PHYSICAL REQUIREMENTS:

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating

general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview, may include practical exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.