



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

**Special Programs Coordinator I - Housing
Authority**

An Equal Opportunity Employer

SALARY

\$21.22 - \$25.79 Hourly \$1,703.41 - \$2,070.26 Biweekly \$3,690.72 - \$4,485.57 Monthly
\$44,288.69 - \$53,826.82 Annually

OPENING DATE: 06/11/18

CLOSING DATE: 06/20/18

THE POSITION

**Join the Community Development Commission (CDC) in their mission to create
affordable housing access in Sonoma County!**

In addition to on-the-job training and a starting salary up to \$25.79/hour* (\$53,826/year), we offer an additional hourly cash allowance of \$3.45/hour (up to 80 hours per pay period), premium pay, and a generous benefits package including wellness and professional development funds. With experience and good work performance, this position also offers career advancement to Special Programs Coordinator II (\$50,383 - \$61,256/year).

**If you are interested in applying at the II level of this opportunity, you must apply to
the separate recruitment now being conducted for the II level.**

When you join the CDC you become part of a challenging and rewarding work environment, where you will gain the satisfaction of knowing you're working to better your community. You can also look forward to excellent benefits* including:

- Competitive vacation and sick leave accruals, 11 holidays per year
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range
- Premium pay of \$1.15 per hour, in addition to the hourly pay rate, for bilingual assignments
- County paid premium contribution to several health plan options
- Defined retirement benefit plan fully integrated with Social Security
- County contribution to a Retiree Health Reimbursement Arrangement

The CDC's Special Programs Coordinator is responsible for the specialized, technical day-to-day administration of the following programs: Department of Housing and Urban Development (HUD) Continuum of Care (CoC) rental assistance, HOME tenant based rental assistance, Housing Choice Voucher Family Unification, Housing Choice Voucher Homeownership, and Family Self Sufficiency (FSS) program. The Special Programs Coordinator ensures that the data/information tracked and reported on for these programs is complete, accurate, and relevant. Ideal candidates for the position will have experience working with:

- The preparation of data, detailed reports, and formal documentation
- CoC grant programs, including the preparation and submission of annual performance reports

- The administration of HUD compliant Homeless Management Information Systems (HMIS)
- Sonoma County's Coordinated Entry System (CES)
- Local non-profit agencies and their various services

When you join the County of Sonoma, you'll have the freedom to explore the beauty of our county, its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. For additional information about our community and the services we provide, please visit sonomacountyconnections.org and the [CDC website](#).

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#). Bilingual positions require English and Spanish skills at either the basic (conversational) or fluent (reading, writing, and conversational) level. A bilingual examination will be conducted prior to employment to confirm level of skill. The bilingual premium pay begins upon the assignment of a bilingual caseload.

This position is in the Sonoma County Community Development Commission, which is a separate entity from the County of Sonoma, and not within the Sonoma County Civil Service System. The formal title of this position is Community Development Specialist I. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. *County employees who wish to be considered for future positions should consider applying to this recruitment.*

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of training and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally this would include academic course work in public administration, business, accounting, or related courses

And

Normally, one year of full-time paid experience performing responsible clerical or general administrative support duties.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Special Requirement: Designated positions may require the ability to speak, read and write a language in addition to English.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic mathematics; English grammar, vocabulary, spelling, punctuation and composition; methods and techniques used in researching, proofing, evaluating, gathering information; organizing and presenting data in a report format to the public; purpose and processing of a diversity of forms and documents related to federally assisted housing programs.

Ability to: follow oral and written instructions; establish, organize, revise and maintain program and project files; establish and maintain harmonious and effective working relationships with clients, other employees, supervisors, community organizations, and the general public; analyze situations and adopt effective courses of action within established

procedures; communicate effectively verbally and in writing with individuals from diverse socio-economic and cultural backgrounds; learn and perform assigned technical tasks and routines; maintain confidentiality of restricted information; maintain records and prepare reports or correspondence; use electronic information equipment and department specific systems; enter data accurately; work independently in performing assignments and in resolving problems within established procedures; function effectively in a system with strict guidelines and constant changes; monitor standard contracts for service, including processing reimbursement requests; and effectively organize and manage assigned workload.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria.

Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made

available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG

HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/06-9139-O

SPECIAL PROGRAMS COORDINATOR I - HOUSING AUTHORITY

CG

Special Programs Coordinator I - Housing Authority Supplemental Questionnaire

- * 1. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.
 - ☐ I would also like to be considered for future part-time positions.
 - ☐ I would also like to be considered for future extra-help positions.
 - ☐ I am only interested in full-time positions.
- * 2. Please indicate if you are interested in bilingual positions, and your level of proficiency.
 - ☐ Yes, I have basic (conversational) English/Spanish bilingual skills
 - ☐ Yes, I have fluent (reading, writing, and conversational) English/Spanish bilingual skills
 - ☐ No, I do not have English/Spanish bilingual skills, and/or I do not wish to be considered for a bilingual position
- * 3. How did you first learn about this opportunity?
 - ☐ Association of Bay Area Governments (ABAG)
 - ☐ CalJobs
 - ☐ Careersingovernment.com
 - ☐ College or University
 - ☐ Craigslist
 - ☐ Craigslist Mendocino
 - ☐ Employee of Sonoma County
 - ☐ Facebook
 - ☐ GovernmentJobs.com
 - ☐ Hispanic Chamber of Commerce of Sonoma County

- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication
- ☐ California Association of Housing Authorities (CAHA)
- ☐ National Community Development Association (NCDA)
- ☐ Non-Profit Housing (NPH)
- ☐ North Coast Builder's Exchange
- ☐ Pacific Southwest Regional Council of the National Association of Housing and Redevelopment Officials (PSWRC-NAHRO)

- * 4. Please describe your qualifying education, training, and experience. List relevant degree/coursework title(s); and include job title(s), employers name(s), employment dates, and a description of your primary duties for each relevant position.
- * 5. Please describe your experience ensuring compliance with tenant based rental assistance programs. Provide an example that best illustrates your level of expertise and explain the situation, your course of action, and the end result.
- * 6. Please describe your experience working with low-income clients and/or persons in vulnerable populations. Highlight your experience connecting them with supportive services. Provide an example that best illustrates your level of expertise and explain the situation, your course of action, and the end result.
- * 7. Please provide an example of your experience preparing detailed reports and/or other informational materials. Explain the purpose of your report, your course of action, and the end result.
- * 8. Please describe your experience working with database(s) to maintain and retrieve records. Highlight any experience you may have working with Homeless Information Management Systems. For each software/cloud database you used, list its name, your degree of proficiency (beginner, intermediate, advanced), and the types of data you worked with.

* Required Question



COUNTY OF SONOMA BENEFITS: GENERAL*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.