



Position Title	Program Compliance Specialist	Department	Planning, Development and Assessment
FLSA	Non-exempt	Reports To	Community Development Manager
Pay Grade	9	Unit	Non-represented

Purpose of Position

The purpose of this position is to assist managerial staff in carrying out community development activities. This includes management of Neighborly software; monitoring sub-recipients and development and presenting training; and ensuring compliance with federal U.S. Department of Housing and Urban Development (HUD) regulations. The work is performed under the direction of the Community Development Manager.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Maintains confidentiality of proprietary information.
- Reviews grant expenditures to ensure compliance with relevant regulations. Ensures expenses are supported by source documentation. Ensures contracts are current and invoices are accurate.
- Monitors Community Development Block Grant (CDBG)/ HOME Investment Partnerships Program (HOME) sub-recipients financial and project performance reports. Conducts annual on-site monitoring trips to non-profit organizations. In coordination with the Community Development Manager, evaluates monitoring outcomes, corrective measures/actions to ensure future compliance.
- Assists with writing Requests for Proposals (RFP) for CDBG Public Service and special projects. Provides recommendations on project evaluation criteria for these proposals.
- Documents compliance-related processes and maintains records.
- Reviews documentation, processes and practices including updating the program policy manual.
- Develops and enacts regulatory compliance strategies in coordinator with the Community Development Manager.
- Assists with sub-recipient training and communication throughout the year.
- Keeps abreast of regulatory changes and developments in the regulatory environment.
- Manages Neighborly software to ensure program compliance with federal HUD regulations. Develops new programs in Neighborly when necessary. Runs all reports for HUD reporting including data for CAPER, draws and financial management, annual audit, Section 3, Davis-Bacon prevailing wage and contractor and homeowner insurance compliance.
- Works with Neighborly developers to address any technical problems identified in the system. Coordinates and liaises between staff and developers.
- Assists with IDIS maintenance and resolutions of IDIS “flags”.

- Assists with and conduct monitoring of multi-family projects for compliance.
- Assists with monitoring Davis-Bacon prevailing wage projects.
- Assists with Environmental Review Records (ERRs) and Environmental Assessments.
- Coordinate with IT Department to ensure the website is maintained and all housing grant applications are available online.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Compiles and maintains records to document facilitate preparation of reports and update case files, complete reports, calculate assistance, input data, and create correspondence.
- Prepares agendas and takes meeting minutes.
- Enters data into IDIS system.
- Performs administrative/clerical duties as needed.
- Assists with communication and oversight of CDBG/HOME sub-recipients.
- Answers and routes telephone calls, greets and directs visitors.
- Conducts special projects and assists with requests for proposals.
- Occasionally attends neighborhood association meetings and meets with area non-profits to serve as a neighborhood liaison and promote the City's housing programs.

Minimum Training & Experience Requirements

- Bachelor's Degree with two years public administrative or business administration experience or equivalent knowledge and experience.
- Demonstrated proficiency in Microsoft Office, Microsoft Excel, and program management software.
- Strong ability to work with various types of project management software's (IDIS, HEROs, Neighborly, etc.).
- Experience working with HUD, CDBG/HOME programs and IDIS preferred.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to provide interpretation to others how to apply policies, procedures, standards to situations.
- Ability to utilize a variety of advisory data and information such as spreadsheets, Annual Action Plan receipts, budgets, billing statements, account reports, insurance certificates, meeting agendas, meeting minutes, contracts,

computer software operating manuals, resolutions, ordinances, statutes, procedures, guidelines and non-routine correspondence.

- Ability to communicate orally and in writing with city department heads, department personnel, nonprofit organizations, business owners, homeowners, contractors, auditors, and the general public.
- Ability to learn, understand and interpret City and HUD regulations, guidelines, and procedures regarding the Housing Programs; general casework management principles and practices as they apply to low-income housing assistance programs; and socioeconomic problems and needs of low-income families and individuals, including the elderly and disabled.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to determine client eligibility for program(s) and qualify and recertify applicants and participants for participation in the housing assistance program(s).
- Ability to establish and maintain effective working relationships with management, sub-recipients, Property Owners, other City employees, and the general public.

Physical Ability

- Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, crouching, climbing, lifting, carrying, pushing and pulling.
- Ability to sustain prolonged visual concentration.
- Meets scheduling and attendance requirements.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.