



HOUSTON
HOUSING AUTHORITY

HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: SEMAP Analyst
Department: Housing Choice Voucher Program
Supervisor: Director, Housing Choice Voucher Program

Exempt Non Exempt New Position Revision (see below)

Change of title Previous Revision Date: _____ Other (Please Specify) _____ Direct Report Change _____

Revised qualifications Revised duties
 Expanded qualifications Expanded duties

Effective Date: 10/07/2013

Approved: _____
Vice President, Housing Choice Voucher Program

Approved: _____
Director Human Resources

GENERAL SUMMARY

Responsible for reviewing and analyzing data submitted to the Housing and Urban Development, Public and Indian Housing for assisted units in accordance with HUD and Houston Housing Authority guidelines. Reports to the Director of the Housing Choice Voucher Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- *Collect data from a variety of sources related to SEMAP performance by the Housing Choice Voucher Program employees.*
- *Analyze SEMAP reports and data on a monthly basis and publish a monthly report regarding performance.*
- *Pull information from HUD secure systems.*
- *Collect and organize evidence of SEMAP performance for each SEMAP performance indicator.*
- *Meet with the departmental supervisors to review trends in performance.*
- *Assist with the preparation of the annual SEMAP submission.*
- *Maintain monthly SEMAP exhibits.*
- *Collaborate with the appropriate Quality Control employees to analyze performance and trends.*
- *Liaison with HUD, Independent Auditor and Internal Auditor on SEMAP issues.*
- *Conduct audits (Random and Scheduled) of all SEMAP compliance areas.*
- *Assist in the preparation of the HCVP Monthly Report.*
- *Assist in the training and monitoring of Housing Specialists in the calculation of rent.*
- *Investigate to determine that families selected for eligibility or denied eligibility were handled in compliance with procedure.*
- *Contribute to team effort by accomplishing related results as needed.*

KNOWLEDGE, SKILLS AND ABILITIES

- *Knowledge of Houston Housing Authority organization and operation, policies and objectives.*
- *Knowledge of applicable sections of federal, state and local laws and codes.*
- *Knowledge of technical aspects of field of specialty.*
- *Skilled in effectively communicating both orally and in writing.*
- *Skilled in dealing tactfully and effectively with employees, representatives of other governmental bodies and the public.*
- *Skilled in researching data and preparing reports.*
- *Skilled in presenting ideas and concepts persuasively.*
- *Ability to make prompt and accurate decisions.*
- *Ability to work independently, meet schedules and timelines with little direction.*
- *Ability to establish and maintain effective working relationships with others.*
- *Ability to work confidentially with discretion.*
- *Ability to interpret, apply and explain laws, codes, regulations, policies and procedures.*
- *Ability to analyze situations accurately and adopt an effective course of action.*

COMPLEXITY / SCOPE OF WORK

- *The employee performs relatively complex work requiring a deep understanding of HUD rules and requirements relative to Voucher program eligibility, income, rent, and contract procedures.*
- *The employee's work affects the quality of life and the basic needs of the applicants, the participants and their families. The work affects landlords, Houston Housing Authority, other service agencies, and the stability of some neighborhoods. The employee's efforts affect the Houston Housing Authority's ability to earn funds and to obtain additional funding.*

GUIDELINES

- *The employee performs duties by following the HUD Code of Federal Regulations, HUD handbooks, HUD transmittals, the Houston Housing Authority Administrative Plan, the Houston Housing Authority Housing Choice Voucher Program Guide to Operations, and other instructional memos. Historical practices and verbal instructions from supervisors are also available.*

SUPERVISORY CONTROLS

- *The SEMAP Analyst coordinates activities through the Director of the Housing Choice Voucher Program, assists in the development and implementation of assigned special programs by establishing procedures, developing supporting documentation, monitoring program for compliance to local, state and federal regulations; monitoring program schedules and deadlines; provides liaison between other departments, outside agencies, residents, etc.; prepares various reports and correspondence.*
- *The employee initiates routine activities without supervisory direction.*
- *Problems or situations not covered by instructions are normally referred to the supervisor for resolution.*
- *The employee's work is reviewed for accuracy, completion, and compliance with policies and procedures.*
- *The employee has no supervisory responsibilities.*

PERSONAL CONTACTS

- *The employee has continual contact with other employees, program participants, and landlords. Most contacts are structured in nature and the employee is expected to use normal tact and professional courtesy. Occasionally a contact may be uncooperative or antagonistic, and the employee would be expected to use above-average tact and courtesy. Failure to respond courteously could adversely affect the public's opinion of the program and the Houston Housing Authority.*

PHYSICAL DEMANDS / WORK ENVIRONMENT

- *Work is principally sedentary, but may involve physical exertion, such as, kneeling, crouching, and lifting some objects, eye strain from working with computers and other office equipment.*
- *Some degree of stress may result from contact with applicants, participants, landlords, the public and other employees.*
- *The work involves the normal risks and discomforts associated with an office environment.*

MINIMUM QUALIFICATIONS

- *High school diploma or equivalent required.*
- *Two (2) years of college course work required.*
- *Bachelor's degree preferred.*
- *Three (3) years of experience in public housing, Housing Choice Voucher Program, case management, apartment management, or an equivalent combination of college course work and higher education (one (1) year of relevant experience is equivalent to one (1) year of relevant higher education and vice versa).*

- *Housing Choice Voucher Specialist and Housing Choice Voucher Rent Calculation Certifications required within first year of employment (training and testing will be at the Houston Housing Authority's expense).*

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.