

Job Posting:
Quality Control and Data Analyst (Housing)



**Deep East Texas Council of Governments
and Economic Development District**

DATE OF POSTING: November 5, 2021 – Until Filled
POSITION: Quality Control and Data Analyst (Housing)
REPORTS TO: Director of Housing
CLASSIFICATION: Non-Exempt Full Time
LOCATION: Lufkin, Texas

GENERAL DESCRIPTION

The position duties include a wide range of activities related to preparing data analysis, documenting processes and procedures, as well as developing reports and presentations.

DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required.

- Develops and maintains a variety of reports using information gathered from multiple sources
- Analyzes data and recommends solutions for improvement
- Conducts quality control (QC) review of files using Section 8 Management Assessment Program (SEMAP) protocol
- Develops and delivers training based on QC results
- Submits and verifies reports and data through HUD reporting systems
- Processes tenant portability requests
- Coordinates with Finance Department for check runs
- Critically evaluates information gathered from multiple sources
- Explains reports and recommendations to multiple audiences
- Must be proficient in Microsoft Excel, Word, PowerPoint
- Must conduct all job functions in alignment with DETCOG's Administrative Plan, HUD regulations and other state and local requirements
- Performs other duties as assigned

DESIRED QUALIFICATIONS

Education equivalent to a four-year degree from a regionally accredited institution in Public Administration, Social Science, Economics, Urban Planning, or a related field. Degree requirement may be waived by commensurate work experience.

Ability to interpret and implement regulations pertaining to the Housing Choice Voucher program. Must be able to communicate effectively both orally and in writing and have excellent interpersonal skills and possess strong computer and organizational skills required to prioritize multiple tasks, projects and demands.

DETCOG CORE COMPETENCIES

- Leadership – Provides direction, motivation, and an example through open communication, optimism, and modeling best practices.
- Concern for Effectiveness – Demonstrates a commitment to producing the highest quality work possible, while monitoring long-term impact.
- Teamwork - Recognizes independence and talent of each member; fosters a climate of trust, works within the team structure, understands the team perspective, and commits to goal attainment.
- Communication – Ensures that key issues are addressed and that important information is shared quickly and effectively up, down, and across the organization.
- Customer Service – Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for customers.

SALARY RANGE

\$32,976 to \$52,045 annually, depending on experience (Comparable to State Salary Group B15/Case Manager III). Benefits include retirement plan, health insurance, and other benefits.

APPLICATION PROCEDURE

Send completed DETCOG Employment Application and Resume to:

DETCOG
Attn: Human Resources
1405 Kurth Drive
Lufkin, TX 75904

Or email to: ddavidson@detcog.gov

Application form can be found online at www.detcog.gov under the “Notices & Resources” tab.

APPLICATION DEADLINE

Open until filled.

SPECIAL CONDITION OF EMPLOYMENT

Salaries of the Deep East Texas Council of Governments are funded by various state and federal contracts; therefore, employment is conditioned on the availability of such funds.