

## Oregon Housing & Community Services

### Compliance Analyst

### Compliance Specialist 2

(Hybrid) – Salem and/or Portland, OR

Oregon Housing & Community Services (OHCS) is currently looking to fill a couple **Compliance Analyst** positions within the Portfolio Administration Section of the Affordable Rental Housing Division. If you are looking for an opportunity to utilize your talent ensuring that best practices are used on a continual basis while completing and monitoring assigned projects – come and grow your career with us and apply today!

### OUR COMMITMENT TO EQUITY, DIVERSITY, & INCLUSION

*OHCS commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer and encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others to help us achieve our vision of a diverse and inclusive community.*

Our **Vision** is that all Oregonians can pursue prosperity and live free from poverty.

Our **Mission** is to provide stable and affordable housing and engage leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians.

Our **Core Values**: Collaboration – Compassion – Equity – Integrity – Leadership – Transparency.

### IMPORTANT INFORMATION

- Working Condition: Hybrid > **This position has some requirements for in-person work at our Salem OHCS office.**
- This position is required to frequently travel throughout the state.
- This position is permanent, full time, and represented by SEIU.
- Per the SEIU CBA for OHCS represented positions, applicants who are current OHCS employees will be considered and interviewed before external applicants.
- This recruitment will be used to establish a list of qualified applicants to fill the current vacancy and may be used to fill future vacancies as they occur.
- Candidates must possess and maintain a current, valid driver license and an acceptable driving record. Driving records will be reviewed by Human Resources on an annual basis.
- **This position requires both a resume and a cover letter, the cover letter will need to address how you meet each of the desired attributes listed in this job posting.**

### WHAT YOU WILL DO

The primary purpose of this position is to interpret and apply complex program rules, regulations, agreements, and impose sanctions, as required, relating to LIHTC, HOME, Risk Share, OAHTC, Trust Fund, and other OHCS funded programs. It will also monitor and evaluate the maintenance and management of Department-financed Multi-Unit, Disabled and Elderly Loan Program projects to ensure compliance with rules and regulations. The person in this position must have a high level of knowledge and experience in investigating and enforcing multiple Federal and State program regulations and requirements that conflict with each other.

### MINIMUM QUALIFICATIONS

Four years experience doing administrative research that included compiling and evaluating facts to recommend management action or decide compliance with program guidelines and regulations. Two of the four years must be above the technical support level. (Note: some positions may require experience in a specific regulatory industry or program)

Note: college-level course work may substitute for experience on the basis of 45-quarter units per year, up to a maximum of three years.

Some Positions May Require:

A Bachelor's Degree in Business or Public Administration and one year of the specified experience

To request a copy of the position description, please contact: [HCS\\_HR.Solutions@HCS.oregon.gov](mailto:HCS_HR.Solutions@HCS.oregon.gov)

## DESIRED ATTRIBUTES

**The most competitive candidates will possess the following attributes, experience, and knowledge:**

- Demonstrates high level knowledge of Federal and/or State regulations governing a specific program(s) and ability to interpret laws and rules.
- Demonstrates highly proficient organizational and time management skills when dealing with multiple projects that have competing deadlines
- Ability to identify complex problems, evaluate related information to develop options and implement solutions
- Excellent communication skills both orally and in writing
- Experience with Affordable rental or multi-family housing
- Experience promoting diversity, equity, and inclusion principles and practices in the workplace.

## WHAT'S IN IT FOR YOU

**You will become part of an innovative and strategic group of professionals and enjoy a competitive salary and benefits package!**

- A positive environment that offers opportunities for career growth and cross-training.
- An agency that supports and encourages work/life balance and overall wellness.
- [Generous benefits package](#) including, employer-paid health insurance, vacation, and sick leave, eleven paid holidays, three paid personal days, flexible spending accounts, and an employer contribution retirement plan ([PERS](#)).
- The posted salary range is the total possible range for the classification. Candidates are screened through a Pay Equity process that evaluates various factors. Please see the [Pay Equity](#) website for more information.

## RECRUITMENT TIMELINE

**\*These dates are approximate and may change. \***

- **Recruitment Closes:** 2/16/2025
- **Recruiter Screening for Minimum Qualifications:** *On-going*
- **Hiring Manager Screening for Requested Skills:** *On-going*
- **1st Round of Interviews:** *Week of 3/3/2025*
- **2nd Round of Interviews:** *If needed*
- **Anticipated Start Date:** 4/7/2025

## APPLICATION GUIDANCE AND REQUIREMENTS

- **Current State of Oregon employees:** Apply via your employee Workday account.
- **External applicants:** View this [application instructional video](#). A PDF is also available by [clicking here](#).
- **REQUIRED:** Attach your most up-to-date **Resume**. Please ensure your Workday profile matches your submitted resume. **Resume should be no longer than 2 pages.**
- **REQUIRED:** Attach a **Cover Letter** that demonstrates how you meet the "Desired Attributes" for this position. **Cover Letter should be no longer than 2 pages.**
- **A Cover Letter that does not meet the required criteria will be graded as ineligible.**

If you have questions about the job announcement, or need an alternate format to apply, please contact the HR Solutions Inbox at: [HCS\\_HR.Solutions@oregon.gov](mailto:HCS_HR.Solutions@oregon.gov)

## WANT TO KNOW MORE? LET US HELP YOU!

- If you need a reasonable accommodation under the Americans with Disabilities Act (ADA), have questions or need assistance with the application process, please send your request to [HCS\\_HR.Solutions@hcs.oregon.gov](mailto:HCS_HR.Solutions@hcs.oregon.gov) and include the job requisition number.
- The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect an additional 6.95%. Please review the [Classification and Compensation](#) page for more details.
- Please save a copy of this job announcement for reference as it may not be available to view after the job closes.
- Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification.
- **Work Authorization:** Oregon Housing & Community Services (OHCS) does not offer VISA sponsorships. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form containing authorization to work in the United States. OHCS will use E-Verify to confirm that you are authorized to work in the United States.
- **Veteran's Preference:** Eligible veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: [Veterans Resources](#). NOTE: If claiming veterans' preference please be sure to check your Workday account for pending tasks or actions under your "My Applications" section.

## APPENDIX

### Emails

- [HCS\\_HR.Solutions@hcs.oregon.gov](mailto:HCS_HR.Solutions@hcs.oregon.gov)

### Links

- [Application Instructional PDF](#)
- [Application Instructional Video](#)
- [Benefits Information](#)
- [Classification and Compensation Page](#)
- [OHCS Website](#)
- [Oregon's Statewide Housing Plan – Halfway Progress Report](#)
- [Oregon's Statewide Housing Plan – Full Plan](#)
- [Pay Equity](#)
- [Public Employees Retirement System \(PERS\)](#)
- [Veterans Resources](#)