

**Oregon Housing & Community Services**  
**LIHTC Program Analyst**  
**Program Analyst 3**  
**(Remote) – Salem and/or Portland, OR**

Oregon Housing and Community Services (OHCS) is growing our programs and personnel by leaps and bounds! We are looking for a dynamic and detail-oriented professional with experience applying Oregon LIHTC regulations and guidelines to multifamily housing development projects. If you are up for a challenge and ready to hit the ground running with an energetic and supportive team, then you're exactly who we want and need! You don't want to miss this opportunity – 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: Remote > This position can be fully remote with some requirements for in-person work.
- 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.
- **Effective Jan. 1, 2025, the compensation plan for this position will be adjusted to reflect a Cost-of-Living Adjustment (COLA). The salary listed in this posting does not reflect the COLA**
- **This position requires both a resume and a cover letter, the cover letter will need to address the desired attributes listed in this job posting.**

**WHAT YOU WILL DO**

Serve as a technical expert for the federal Low Income Housing Tax Credit (LIHTC) Program and assist the Senior Tax Credit Program Manager in all aspects of administering the LIHTC Program. Provide technical expertise and assistance to internal teams and external stakeholders. Participate in the Oregon Centralized Application (ORCA) reviews that may have combined state and federal resources. Tracks and reports on tax credit allocation to federal agencies and national advocate associations for federal programs. Participate in the development and updating of the Qualified Allocation Plan (QAP). Review and certify eligible credit use and basis for projects.

**MINIMUM QUALIFICATIONS**

A bachelor's degree in business or public administration, Behavioral or Social Sciences, or a degree related to the agency program that demonstrates the capacity for the knowledge and skills; and four years' experience coordinating or administering a program

**-OR-**

Any combination of experience or education equivalent to seven years of experience that typically supports the knowledge and skill requirements listed for the classification.

Note: The specific job-related experience or education requirements will be listed by the recruiting agency based on the position under recruitment.

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:*

- Proficient experience in applying Oregon LIHTC regulations and guidelines to multifamily housing development projects.
- Strong background in financial analysis, budgeting, program tracking and reporting for multifamily housing development programs.
- Ability to prioritize and organize tasks and manage multiple projects simultaneously.
- Managed multiple Oregon multifamily housing development projects from inception to completion.
- 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: 1/20/2025**
- **Recruiter Screening for Minimum Qualifications: On-going**
- **Hiring Manager Screening for Requested Skills: On-going**
- **1st Round of Interviews: Week of 03/24/2025**
- **2nd Round of Interviews: 03/31/2025**
- **Anticipated Start Date: 05/05/2025**

## 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 (no more than 3 pages)**. Please ensure your Workday profile matches your submitted resume.
- **REQUIRED:** Attach a **Cover Letter (no more than 2 pages)** that demonstrates how you meet the "Desired Attributes" for this position.
- **A Cover Letter/resume 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)

## WHO WE ARE

**Oregon Housing and Community Services (OHCS)** is Oregon's housing finance agency. We provide financial and program support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income. Our vision is that all Oregonians can pursue prosperity and to live free from poverty. Across Oregon, housing has emerged as a paramount concern. The lack of available housing, high rents and high home prices are driving rapid increases in housing instability and homelessness. The data is clear: too many Oregonians are without a safe, stable, and affordable place to call home.

OHCS is placing a greater emphasis on strategic planning and the way we invest our resources. Recently, we have restructured, refocused, and reimagined our agency. Our work has led to an increased emphasis on data, research, and customer service. We are carrying that effort forward with the [Statewide Housing Plan](#). The plan articulates the extent of Oregon's housing problem and what we can do to address it. OHCS committed to the Housing Stability Council and our stakeholders that the plan will be responsive to the needs of the state.

OHCS released its [Building Oregon's Future: 2023 Annual Report](#) to update the agency's significant progress in meeting the goals outlined in the 2019 Statewide Housing Plan. We are now more than halfway into the five-year plan.

To learn more about Oregon Housing and Community Services, visit our website:

<https://www.oregon.gov/OHCS/pages/index.aspx>

## Affordable Rental Housing: Development Resources

Oregon Housing and Community Services (OHCS) provides stable and affordable housing and engages leaders to develop integrated statewide policy that addresses poverty and provides opportunity for Oregonians. OHCS's vision for the state is that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

OHCS serves as the State of Oregon's housing finance agency. OHCS provides financial support to create and preserve quality, affordable housing for Oregonians of lower and moderate incomes. The Affordable Rental Housing Division administers federal, and state funded multifamily rental housing resources to facilitate the increased availability of safe, decent, affordable housing for Oregonians with low incomes. This includes the development of new multifamily units and the acquisition and rehabilitation of existing multifamily units, the long-term maintenance of affordable multifamily housing through portfolio administration, and HUD (U.S. Department of Housing and Urban Development) contract administration.

The Development Resources Section of the Affordable Rental Housing Division administers federal, and state funded multifamily rental housing resources to facilitate the increased availability of safe, decent, and affordable housing for Oregonians with low incomes. The Development Resources section administers competitive and non-competitive funding processes to dedicate funding resources. The section ensures policy objectives are met while meeting local needs and statewide priorities. The section also ensures long-term affordability through its financing. This position is within the Resources Unit, which is part of the Development Resources Section. This unit is responsible for administering state and federal programs, including the 9% and 4% Low Income Housing Tax Credit, and funding processes to help build new and preserve affordable housing throughout the Oregon.

## 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](#)