



## EXAMINATION OPEN TO THE PUBLIC

### HOUSING SPECIALIST 2

**ANNUAL \$70,666**  
**SALARY: \$91,080**

**SALARY**  
**GROUP: AR 25**

**APPLICATION CLOSING**  
**DATE: JUNE 15, 2015**

**EXAM**  
**NO: 1506300CDM**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Housing, this class is accountable for acting as a working supervisor and performing the most complex duties related to housing and/or community development programs and/or projects.

#### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY June 15, 2015.

**GENERAL EXPERIENCE:** Seven years of professional experience in the development and coordination of housing programs or projects or financial or technical advisory assistance to local, state, or federal government entities relative to housing or related housing matters.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been at the level of Housing Specialist 1.

**SUBSTITUTION ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's Degree. (2) A Master's Degree in housing and community development, housing studies, housing and human environments, urban planning, business administration, public administration or a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license. (3) Incumbents in this class may be required to speak a foreign language.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of local, state and federal governmental and private resources available in the areas of housing and community development; considerable knowledge of the challenges and programs related to the expansion of affordable housing, community revitalization and homelessness reduction and prevention; considerable knowledge of social and economic factors related to expansion of affordable housing, community revitalization and homelessness reduction and prevention; considerable oral and written communication skills; considerable interpersonal skills, considerable ability to review, analyze or prepare financial assistance applications from local, state, or federal governmental entities; considerable ability to plan, analyze and evaluate housing programs and projects; some supervisory ability; ability to utilize computer software.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

#### APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
  - (2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Housing Specialist 2 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Housing Specialist 2 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience in the development, coordination, and/or implementation of housing programs or projects.** Be specific as to your role in developing, coordinating, and/or implementing housing programs or projects. Describe your experience administering any federal, state or local housing or community development funding programs. Describe your experience reviewing, evaluating and processing financial assistance applications, and reviewing budgets, program plans, contracts and contract revisions to insure accuracy and conformity with statutory and other requirements/procedures, and preparing or evaluating responses to requests for proposals regarding housing, community development or homeless services. Describe any experience you have had developing, constructing and/or managing residential or mixed-use properties, especially properties with affordable housing. Describe your experience designing or administering housing and/or homeless services programs. Describe your experience providing financial or technical advisory assistance to local, state, or federal government entities relative to housing or related housing matters. Describe your experience developing plans for federal, state, or local governmental bodies regarding housing and/or community development policies and activities. Describe your experience interpreting program goals and objectives, your method of monitoring these standards, reporting and correcting deficiencies. Include information on methods and procedures developed or utilized to monitor and evaluate programs. **(2) Experience with affordable housing, homelessness, community development and related housing matters.** Describe your experience accessing or making referrals regarding local, state or federal governmental and private financial resources for housing and community development. Describe any activities you have undertaken through which you developed an understanding of the challenges and social and economic factors related to the expansion of affordable housing, community revitalization or homelessness reduction and prevention. Describe any activities you have undertaken through which you developed an understanding of the programs, policies, and strategies for the expansion of affordable housing, community revitalization and homelessness reduction and prevention. Describe any activities you have undertaken through which you developed an understanding of homelessness, homeless individuals or families, urban revitalization, and policies related to housing, including smart growth, transit-oriented development, disaster preparedness and resiliency, land use and zoning, disability rights, code enforcement, construction, and historic preservation. **(3) Communication/Interpersonal Skills.** Describe any experience you have had serving as a liaison with case managers, agency administrative staff, property managers, landlords, service providers, contractors and others in construction trades, development consultants, homeless services providers, bankers, and attorneys on housing matters. Include information on the nature of the liaison activities. Describe your experience preparing clear, technically sound and comprehensive statistical, financial, budget, progress and other reports. Include information on the frequency of these reports and the target audience. Detail your experience in coordinating a marketing or promotional program(s), the size and scope of this program(s) and the dollar amount involved. Detail your experience with writing/editing press releases, responding to media inquiries and event planning and preparing reports and/or articles. Describe any experience developing, coordinating and conducting workshops, conferences, trade shows and seminars to promote business, community or housing development assistance, the size and nature of the workshop and your specific role. **(4) Lead/Supervisory experience.** Describe your experience leading or supervising staff and operations of a unit or program. Include the number and job titles of staff under your supervision. Indicate your supervisory duties, including work scheduling, assignment, conducting performance evaluations and taking necessary disciplinary action.

**Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by June 15, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by August 4, 2015.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.