



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

HOUSING ASSISTANT (FULL-TIME/NON-CLASSIFIED) AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: Housing
SALARY: \$4,835 - \$7,110 per month (Range 22)
New Hires begin at Step 1P of the salary schedule pay grade.
FILING DATE: Re-opened September 24, 2024
Open Until Filled

NOTICE TO APPLICANTS: The requirements to file were revised and approved by the Civil Service Commission on Thursday, October 17, 2024. If you have applied in the last month you do not need to resubmit your application materials.

EMPLOYMENT APPLICATION:
https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

ABOUT THE CITY

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

THE POSITION

Under supervision, the Housing Assistant guides applicants through the eligibility process and file maintenance of the City Housing Programs; provides information, assistance and support to the Housing Department; and does related work as required.

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.

- Interview potential clients, process applications, verify information for accuracy and completeness; determine program eligibility based on housing laws, established guidelines, practices and policies;

- Using established formulas and guidelines, compute subsidy or total tenant payment information;
- Provide potential clients, in writing, with program eligibility status information;
- Perform new and established client review of eligibility; review files and send out appropriate requests for updated and/or additional information required by the Housing program; research discrepancies and report on findings, both orally and in writing;
- Input client data into the computer database;
- Conduct oral briefings to explain such areas as housing programs' requirements, client rights and responsibilities;
- Conducts housing inspections;
- Process New Contracts, Annual Reviews, Rent Increases, Interims, Specials, and Terminations;
- Schedule Initial, Complaint and Annual Inspections and conduct home visits as required;
- Inspect work performed for compliance with applicable codes, ordinances and regulations, issuing correction notices for non-compliance;
- Assist in the preparation of cost estimates based on Work Write - Up reports;
- Investigate and follow - up on routine construction questions and complaints relating to the City Housing Program;
- Assist applicants on methods of acquiring bids for proposed property improvements, in accordance with program guidelines;
- Assist in the preparation and maintenance of reports and correspondence relating to year-end activities, complaints and other housing program projects;
- Research and compile financial information and data for inclusion in City Housing Program statistical and financial reports;
- Log, document, and record such activities as client's meetings; and telephone conversations, etc., for the purpose of reference and recall. Perform a variety of clerical duties, such as set up and maintenance of client files, eligibility records, and other related materials;
- Provide clerical support, client information and financial report information to the Housing Specialist as needed; and
- Performs other duties as necessary and required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- An Associate's degree from an accredited college or university with major coursework in Public or Business Administration; and,
- One (1) year of experience with a housing authority or housing program.

OR

- Education requirement may be substituted with work experience in housing case management on the basis of year-for-year of the Associate degree requirement

Experience with a City, County or State agency is ***preferred***.

Licenses, Certificate and/or Special Requirements

- A valid California motor vehicle operator's license is required and a safe driving record as defined by City policy.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment**

application. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience.

An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

Prior to a conditional offer of employment, a comprehensive background check shall be conducted which may include employment reference check, live scan through the California Department of Justice and/or federal databases and a pre-placement medical examination which may include drug testing.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations.

Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPERS).

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to

providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

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