

EMERGENCY EMPLOYMENT OPPORTUNITY
HOUSING INVESTIGATOR I (MULTIPLE POSITIONS)
LOS ANGELES HOUSING DEPARTMENT

THE SALARY

The current salary range for the Housing Investigator I positions is \$64,164 to \$93,813 annually.

TYPE OF APPOINTMENT

These positions are to be filled on an emergency appointment basis. Please note that the emergency appointments are temporary appointments and are contingent upon approval by the City of Los Angeles' Personnel Department. The permanent appointments will be made upon the completion of the civil service examination process for Housing Investigator. The successful incumbents for these emergency appointment positions will be required to take the examination and obtain a high enough score on the eligibility list in order to be selected for the permanent appointments.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Housing Investigator I position are as follows:

- Correctly interpret and apply the RSO and relevant State and local laws, Rent Adjustment Commission regulations, and City departmental policies and procedures;
- Interview all relevant persons, including complainants, property owners or property management agents, etc.;
- Contact and coordinate with Los Angeles Housing Department staff, other government agencies, staff of other City offices, tenant and landlord advocacy groups, and attorneys;
- Compile, review, and analyze documentary evidence, including affidavits of witnesses, correspondence, bank records, financial records (rent receipts), and other documents to determine the relevance to the alleged RSO violation;
- Prepare correspondence and reports (including spreadsheets when applicable) describing alleged violations, Investigator determination of RSO violations, and required corrective action;
- May be required to compose, review, and correct Spanish translation letters when applicable;
- Works to achieve complaint resolutions and case closures with landlords and tenants; participates in case review; and provides referrals to constituents;
- Prepare and refer cases to the City Attorney's Office; and update case file records as needed, and attend City Attorney Case Management Hearings;

- Assist with responses to subpoenas and public record requests as needed and may serve as an expert witness at legal hearings;
- Other duties as required.

REQUIREMENTS

Candidates for these positions must meet the following requirements:

1. Graduation from a recognized four-year college or university, and two years of full-time, paid professional experience investigating complaints, analyzing evidence, and preparing legal documents related to civil or criminal enforcement actions under housing law; **or**
2. A paralegal certificate from a paralegal training program within the United States and two years of full-time, paid paralegal experience investigating complaints, analyzing evidence and preparing legal documents related to civil or criminal enforcement actions under housing law; **or**
3. Four years of full-time paid experience investigating complaints, analyzing evidence, and preparing legal documents, two years of which must be related to civil or criminal enforcement actions under housing law.

KNOWLEDGE AND ABILITY

Desirable candidates should also have the following knowledge and abilities:

- Ability to prioritize workload, meet deadlines, multi task and effectively organize workload and adjust to change;
- Ability to use a computer to create and utilize spreadsheets, input case data, research information, generate reports, communicate via e-mail and research via the internet;
- Ability to read, comprehend, and interpret detailed and complex written material; communicate effectively, both in writing and verbally; prepare clear and concise written reports; and analyze documents and fact patterns;
- Ability to maintain confidentiality of evidence gathered;
- Ability to communicate effectively and provide consistent, professional customer service to co-workers and the public;
- Ability to take direction and work independently and as a willing member of a team.
- Bilingual preferred (Spanish & Korean)

SELECTION PROCESS

Only the most qualified individuals will be invited to participate in the next phase of the selection process which includes an oral interview and may include a written exercise.

TO APPLY

Interested applicants must submit a completed City of Los Angeles Application form and a résumé (ATTN: Housing Investigator I) to the following email address: lahd.persrecunit@lacity.org or to LAHD's Personnel Unit on Tuesdays, Wednesdays, or Thursdays between 8:00 a.m. and 4:30 p.m., located at 1200 W. 7th St., 9th Floor, Los Angeles, CA 90017, no later than **4:30 p.m. on Monday, August 8, 2022.**

NOTE: The City of Los Angeles Application form can be downloaded from the Personnel Department's website: <http://per.lacity.org/appform.htm>

If you have any questions, please contact the Los Angeles Housing Department Personnel Unit at (213) 808-8804.