**State of Michigan**
**Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

| Position Code |
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| 1. DEPTALTE |

# POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

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| **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency**<br>LEO-MSHDA |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** |
| **4. Civil Service Position Code Description**<br>Departmental Analyst-E | **10. Division**<br>Asset Management |
| **5. Working Title (What the agency calls the position)**<br>TRACS Analyst | **11. Section**<br>Federal Contracts |
| **6. Name and Position Code Description of Direct Supervisor**<br>BOOTH, EMILY E; DEPARTMENTAL MANAGER-4 | **12. Unit** |
| **7. Name and Position Code Description of Second Level Supervisor**<br>BERGEON, MATTHEW C; STATE DIVISION ADMINISTRATOR | **13. Work Location (City and Address)/Hours of Work**<br>735 E Michigan Ave - Lansing, MI 48912 / Monday - Friday 8 a.m. - 5 p.m. |

**14. General Summary of Function/Purpose of Position**

MSHDA's fiduciary role as the contract administrator for the U.S. Department of Housing and Urban Development's (HUD) portfolio of project-based Section 8 properties is to oversee and direct contract administration activities to ensure all quality assurance objectives and performance standards are met. To accomplish this task, MSHDA monitors and enforces the compliance of each project-based Section 8 property owner with the terms of Housing Assistance Payments (HAP) contracts and HUD regulations and requirements.
The purpose of this position is to provide direct processing of tenant data and quality assurance analysis of the day-to-day performance of MSHDA's designated TRACS/Voucher processing contractor. The position is also responsible for the annual Section 8 contract rent adjustments (AAFs) and maintaining all Section 8 development rent schedules for MSHDA's TCA properties inclusive of the special housing portfolio. The position also performs quality assurance reviews on Section 8 Special Claims and troubleshoots HDS (Housing Development and Software) system issues.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:** **Percentage:** **45**

Process and analyze resident eligibility data and voucher information through the HDS TRACS software application, for compliance with complex federal and state policies and procedures.

**Individual tasks related to the duty:**

- Process monthly electronic tenant and voucher files through the Housing Development Software (HDS) Tenant Rental Assistance Certification System (TRACS) software application. Ensure adjustments are calculated correctly based on occupancy guidelines and standards.
- Analyze resident data to ensure full compliance with complex federal and state housing policies regarding income and eligibility restrictions.
- Follow up on voucher and TRACS information discrepancies with the contractor to ensure data for each unit is current and correct.
- Follow up with owner/managing agents to ensure receipt of vouchers.
- Maintain quality assurance databases; prepare reports and status logs monthly.

**Duty 2**

**General Summary:** **Percentage:** **5**

Process Section 8 project-based rent adjustments and determine utility allowances using the Annual Adjustment Factor (AAF) for MSHDA's Traditional Contract Administration (TCA) portfolio. Responsible for the annual completion of all TCA project-based Section 8 rent schedules, including the special housing portfolio.

**Individual tasks related to the duty:**

- Review, process, and approve owner submitted rent adjustment request packages. Ensure request packages comply with applicable HUD Handbooks, Notices, guidelines, policy and procedures.
- Evaluate rent schedules for compliance with state and federal income and rent restrictions requirements, proper unit distributions; and interpret housing regulations and requirements.
- Complete all requests for a Special Rent Increase (SRI) and submit to HUD for concurrence and approval.
- Follow up with agent and contracted entity to resolve discrepancies.
- Maintain internal database/system to track and monitor rent schedules.
- Maintain tracking system for Baseline and Factor-based utility allowance analyses.
- Update rent schedule status logs and verify that gross rent changes are executed by owners/agents.
- Recommend and implement modifications to existing policies and procedures as appropriate.
- Serve as the resource staff regarding this process and related HAP/TRACS questions.

**Duty 3**

**General Summary:** **Percentage:** **20**

Research and analyze information regarding TRACS/HAP regulations and related technology; and other duties as assigned. Serve as a liaison/lead staff between HDS and MSHDA for troubleshooting and software upgrades and changes.

**Individual tasks related to the duty:**

- Serve as the liaison among MSHDA, HUD, owners/agents, and program staff to coordinate and implement new TRACS regulations; participate in industry conferences as required.
- Recommend process improvements.
- Stay abreast of upcoming program and software changes; attend annual HDS conferences.
- Coordinate with Department of Information Technology to ensure software upgrades for HDS are completed timely.
- Maintain annual data changes in HDS software application, such as Fair Market Rents, contract unit configuration changes and rent schedule changes.
- Serve as Content Manager Coordinator for TRACS/HAP voucher document process and liaison between MSHDA, Content Manager staff to facilitate appropriate transfer and electronic filing and to ensure compliance with record retention and audit requirements
- Assist in other duties within Federal Contracts for cross-training purposes.

**Duty 4**

**General Summary:** **Percentage:** 30

Provide quality assurance reviews for Section 8 Special Claims, including Rent, Tenant Damage, and Regular Vacancy claims, processed within the Performance Based Contract Administration portfolio.

**Individual tasks related to the duty:**

- Track required documentation and verify for completeness and accuracy.
- Verify subsidy increases for Rent, Tenant Damage, and Regular Vacancy claims.
- Review and log claims received from properties to ensure compliance with HUD regulations. Track claims to ensure accuracy and timeliness of payments.
- Analyze claim data to identify spending trends, use of funds, submission issues, etc. Recommend modifications to internal policy and procedures and/or strategies to address and resolve identified issues.
- Recommend follow up actions as needed.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Decisions are made only on proven experience, with advice from supervisor as necessary.

**17. Describe the types of decisions that require the supervisor's review.**

New situations related to process and system changes and policy development/implementation.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Work is primarily sedentary in a standard office environment with minimal physical effort, involving computer use, meetings, occasional walking, and infrequent light lifting of office or equipment. No regular exposure to hazardous conditions or strenuous activity.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

| | | | |
|---|---|---|---|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

To analyze resident data and TRACS information provided by owners and the contracted entity to ensure subsidy payments are processed in accordance with HUD regulations, TRACS processing guidelines, and internal program developments and standards. The position is also responsible for processing Section 8 contract rent adjustments and renewals and determining utility allowances using the Annual Adjustment Factor (AAF).

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Reclassifying to a 9-P11 for recruitment purposes.

**25. What is the function of the work area and how does this position fit into that function?**

The Federal Contract Section was specifically created to direct, oversee and administer a federal, multi-million dollar Section 8 subsidy administration contract with the Department of Housing and Urban Development. The overall objectives of the program are to 1) Calculate and pay Section 8 rental subsidies correctly; 2) Administer project-based Section 8 contracts consistently and 3) Enforce owner obligations to provide decent housing for eligible families. This position ensures that tenant eligibility data and rent schedules are processed correctly, as required by HUD regulations and based on comprehensive understanding of complex HDS TRACS processing software.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a bachelor's degree in any major.

**EXPERIENCE:**

**Departmental Analyst 9**
No specific type or amount is required.

**Departmental Analyst 10**
One year of professional experience.

**Departmental Analyst P11**
Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

**Alternate Education and Experience**

**Departmental Analyst 9 - 12**
Educational level typically acquired through completion of high school and the equivalent of at least two years of full-time active-duty experience at or above the E-6 level in the uniformed services may be substituted for the education requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of various multifamily housing programs and regulations, as well as accounting. Must be able to interpret financial data and develop policy and guidelines. Must be able to communicate clearly, both verbally and in writing.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

N/A

***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.***

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

**Supervisor** **Date**

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**Indicate any exceptions or additions to the statements of employee or supervisors.**

N/A

***I certify that the entries on these pages are accurate and complete.***

AMBER MARTIN 10/28/2026

**Appointing Authority** **Date**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

**Employee** **Date**