HOURLY RATES and PEOPLE BY STAFF TYPE IN DRGR

These instructions support HUD's updated guidance and procedures related to the approval of hourly rates for all TA awardee direct staff, contractor staff, and consultants who charge costs to HUD's TA awards.[1]   And, these instructions are applicable to the 7.14 version of DRGR and to users with the staff rate role in DRGR, unless otherwise stated or updated by HUD.

(a) TA awardees must now submit directly into DRGR both the hourly rate for each staff type and the names of people associated with each staff type and corresponding approved rate. These actions occur in two separate parts of the system.

(b) To properly submit hourly rates by staff type for HUD approval, TA awardees must first add hourly rates by staff type in DRGR. After the submitted rates are approved in DRGR by HUD, the awardees must then associate people to those rates in DRGR. The specific steps in DRGR are included within the following pages:

- **Add/Edit Staff Type and Rates, One at a Time (required for all high rates)**
- **Add/Edit Staff To Approved Rates in DRGR, One at a Time**
- **Add/Edit Staff Type and Rates, and Staff To Approved Rates Using a Single Upload File (not allowed for high rates)**

(c) The staff types, hourly rates, and associated people submitted in DRGR must match the financial management system in which the rates and people are recorded and billed. Awardees with variable pay periods must account for fluctuations in total staff rate per hour[2] and submit the highest possible rate for review

(d) For any total rate per hour that HUD considers a "high wage" – a total rate per hour that is $200/hour or greater– the awardee must follow the instructions under "Add/Edit Staff Type and Rates, One at a Time (required for all high rates)" and upload the required documentation to support the rate including the *High Rate Worksheet*[3]. When approving the rate in DRGR, HUD will enter in the approval comments "HIGH WAGE" and the name of the person associated with the high wage. The awardee will then need to follow the instructions under "Add/Edit Staff To Approved Rates in DRGR, One at a Time" to associate the high wage to the person approved in DRGR.

(e) HUD will no longer accept rate approval requests submitted via email to TAWageApproval@hud.gov.

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[1] Distributed through the November 2017 newsletter and the 2017 Summer Session #4 for TA provider; and stored on sakai.lampschools.org in the "Notices/Guidance" folder in the "TA Regulations/Admin Policies."

[2] Defined as base rate plus fringe rate. For contractors and consultants, the base rate is the fully loaded rate.
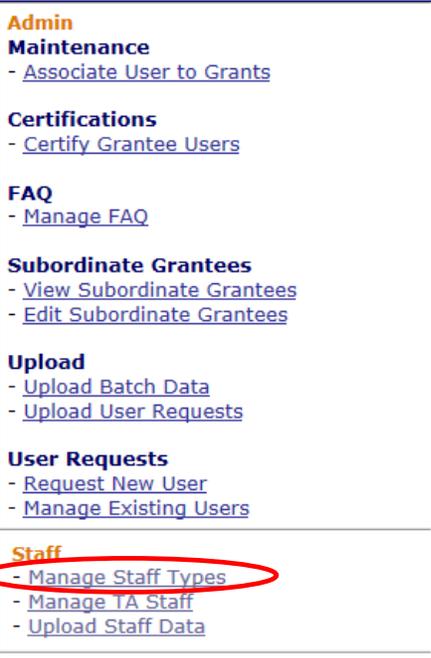
[3] Stored on sakai.lampschools.org in the "Notices/Guidance" folder in the "TA Regulations/Admin Policies." To see an example of a completed worksheet, refer to *Sample High Rate Worksheet*

(f) HUD will review and determine approval of **all** hourly rates by staff type submitted in DRGR.   These reviews and approvals will be completed in DRGR.

(g)   No costs may be incurred in relation to rates and people pending HUD's approval or to rates and people explicitly rejected by HUD.

ADD/EDIT STAFF TYPE AND RATES, ONE AT A TIME
REQUIRED FOR ALL HIGH RATES

Complete these steps	Description/Screenshots
1. Log into DRGR as a **Grantee User** with the Staff Rate role.	The DRGR Home Page should load.
2. From the DRGR Home Page, select the '**Admin**' main menu item at the top of the screen.	 The Admin screen and left side menu are displayed.

3. Select the '**Manage Staff Types**' menu option.	The system displays the Manage Staff Types page with Search Criteria.

4. **To Add a New Staff Type**: Select the 'Add Staff Type' button located at the bottom of the search results.	The 'Add Staff Types' page is displayed. Use to add new staff types or rates. **Add Staff Types** * indicates required fields *Staff Type: [ ] *Effective Date: [09/27/2017] <u>Select Date</u> (ex: mm/dd/yyyy) *Rate Type: [TBD ▾] *Occupation Type: [TBD ▾] *Base Rate/Hour($): [ ] *Fringe Rate($): [ ] *Overhead Rate($): [ ] *General & Admin Rate($): [ ] *Total Rate per Hour($): [ ] Current Status: *Status: [Pending Approval ▾] **Supporting Documents** * Valid file extensions are: .png .gif .jpg .jpeg .doc .docx .xls .xlsx .ppt .pptx .pdf None <u>Add Additional Documents</u> | <u>Remove Selected Document</u> [Save] | [Cancel]
To Edit an Existing Staff Type: Search/select an existing Staff Type and select the 'Edit' link (in the Action column).	The 'Edit Staff Type' screen is displayed. Use to edit mistakes.

5. Enter/update all required information for the new/existing staff type.
 	
Staff Type: <text>
Effective Date: <mm/dd/yyyy>
Rate Type: <dropdown menu>
Occupation Type: <dropdown menu>
Base Rate/Hour ($): <dollar amount>
Fringe Rate ($): <dollar amount>
Overhead Rate ($): <dollar amount>
General & Admin Rate ($): <dollar amount>
Total Rate per Hour ($): <dollar amount>
Current Status:
Status: <dropdown menu>
Supporting Documents <attachment>
	Staff Type must reflect the labor category in TA provider's financial management system.
	
	Effective Date is the date the organization issues the new rate.
	
	Rate Type dropdown options:
	    Staff
	    Contractor
	    Consultant
	
	Definitions for the Occupation Type options included in Appendix A.
	Occupation Type dropdown options:
	    Accountant
	    Accounts Payable Manager
	    Administrative Manager
	    Administrative Specialist I
	    Administrative Specialist II
	    Administrative Specialist III
	    Architect
	    Attorney
	    Auditor
	    Business Analyst I
	    Business Analyst II
	    Business Analyst III
	    Civil Engineer
	    Communications Specialist
	    Construction Engineer
	    Construction Specialist
	    Data Analyst
	    Economist
	    Editor/Writer
	    eLearning Specialist
	    Energy Engineer
	    Energy Specialist
	    Environmental Engineer
	    Environmental Specialist
	    Financial Analyst

	Financial Manager Geologist Graphic Design Specialist Housing Specialist Information Technology Specialist Instructor Loan Specialist Marketing Manager Marketing Specialist Paralegal Program Manager Project Manager Real Estate Specialist Research Specialist Structural Engineer Training and Evaluation Specialist Underwriter Urban/Regional Planner Videographer Web Development Specialist For awardee direct staff, only include Base Rate/Hour and Fringe Rate. Total Rate per Hour is the sum of these fields. For contractors and consultants, include the fully loaded rate in the Base Rate/Hour and Total Rate per Hour fields. For Overhead Rate and General Admin & Rate include $0. Note: Both the Base Rate and Total Rate must be greater than $0. Attach supporting documents by selecting the '**Add Additional Documents**' link and then browse and upload the file from your computer. For a **Total Rate per Hour $200 or greater**, attach the completed *High Wage Worksheet*.

6. Select the '**Save**' button to save the staff type and any attachments.	New/edit to Staff Type is saved with a status of 'Pending Approval' and email notification page displays.
7. In the '**To**' field only include your GTR and TAWageApproval@hud.gov. In the '**Cc**' field, only include members of your organization that should receive the e-mail request. Select '**Send email**' to complete the save operation and send the request to review and approve the new or edited staff type and rate.	System completes save and displays Manage Staff search page.
8. Repeat as desired to Add/Edit additional staff types and rates.	The system successfully saves and displays saved Staff Types.

ADD/EDIT STAFF TO APPROVED RATES IN DRGR, ONE AT A TIME
Use after rates are approved in DRGR

Complete these steps	Description
1. Log in as a **Grantee User**.	The DRGR Home Page should load.
2. From the DRGR Home Page, select the '**Admin**' main menu item at the top of the screen.	Admin · Action Plans · Drawdown · QPR · Reports · Grantee · Grant The Admin screen and left side menu are displayed. **Admin** **Maintenance** - Associate User to Grants **Certifications** - Certify Grantee Users **FAQ** - Manage FAQ **Subordinate Grantees** - View Subordinate Grantees - Edit Subordinate Grantees **Upload** - Upload Batch Data - Upload User Requests **User Requests** - Request New User - Manage Existing Users **Staff** - Manage Staff Types - Manage TA Staff - Upload Staff Data
3. Select the '**Manage TA Staff**' menu option.	The system displays Manage Staff Search screen
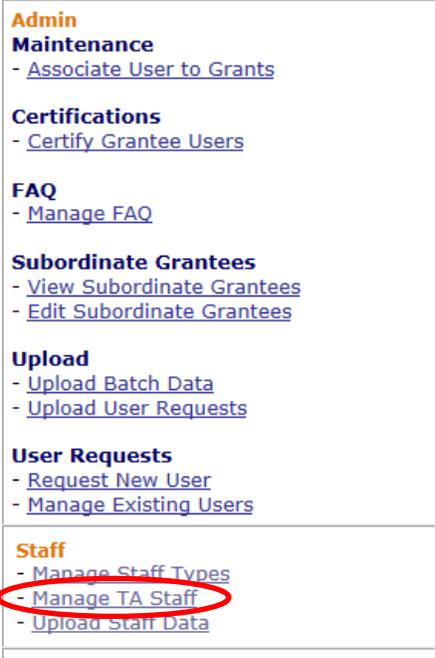
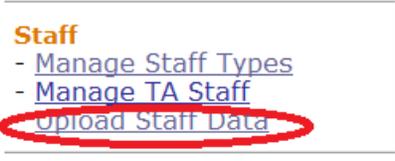|	
4. **To add:** Select 'No' to the question "Is staff a current DRGR user."	The Add Staff screen is displayed. **Admin** **Maintenance** - Associate User to Grants **Certifications** - Certify Grantee Users **FAQ** - Manage FAQ **Subordinate Grantees** - View Subordinate Grantees - Edit Subordinate Grantees **Upload** - Upload Batch Data - Upload User Requests **User Requests** - Request New User - Manage Existing Users **Staff** - Manage Staff Types - Manage TA Staff **Add Staff** * indicates required fields *Is staff a current DRGR user: ○ Yes ○ No *Select User: [ ] *First Name: [ ] Middle Initial: [ ] *Last Name: [ ] Title: [ ] Organization: [----Please Select----] *Staff Type: [----Please Select----] *Status: [----Please Select----] [Save]	[Cancel]
To edit: Search and/or select TA staff.	The Edit TA Staff screen is displayed. Use Edit Staff only to correct a mistake or add missing information. **Edit Staff** * indicates required fields *First Name: [ ] Middle Initial: [ ] *Last Name: [ ] Title: [Administrative Assistant] Organization: [ ] *Staff Type: [TBD-] *Status: [Active] [Save]	[Cancel]

5.	Add/edit a staff listing for each approved staff type and corresponding rate. This means there may be multiple listings for a single person. But each listing is associated with a different staff type and rate. Enter all required information. Is staff a current DRGR user: <select No> Select User: <dropdown menu> First Name: <text> Middle Initial: <text> Last Name: <text> Title: <text> Organization: <dropdown menu> Staff Type: <dropdown menu and will be displayed as: *Rate Type-Staff Type*; only HUD approved staff types appear> Status: <select '**Active**' from the dropdown menu; select inactive to deactivate a staff person>	The Organization field may be left blank.
6.	Select '**Save**' to save the information, or '**Cancel**' and delete the unsaved information.	The search TA Staff page is displayed.

ADD/EDIT STAFF TYPE AND RATES, AND STAFF TO APPROVED RATES USING A SINGLE UPLOAD FILE
NOT ALLOWED FOR HIGH RATES

Complete these steps	Description
1. Log into DRGR as a **Grantee User** with the Staff Rate role.	The DRGR Home Page should load.
2. From the DRGR Home Page, select the '**Admin**' main menu item at the top of the screen.	The Admin screen and left side menu are displayed.

3. Select the '**Upload Staff Data**' menu option.	The DRGR Data Upload page is displayed with the upload types: StaffAdd, StaffDeactivate, StaffEdit, StaffRateAdd, StaffRateDeactivate, StaffRateEdit, StaffRemove **Admin** **Maintenance** - Associate User to Grants **Certifications** - Certify Grantee Users **FAQ** - Manage FAQ **Subordinate Grantees** - View Subordinate Grantees - Edit Subordinate Grantees **Upload** - Upload Batch Data - Upload User Requests **User Requests** - Request New User - Manage Existing Users **Staff** - Manage Staff Types - Manage TA Staff - Upload Staff Data **Please select the Upload Type** Select Upload Type: StaffAdd / StaffDeactivate / StaffEdit / StaffRateAdd Click here to view sample upload templates. Select button to get specific DRGR data [Supporting Info] **Please select the file to upload** Please select file in csv format and click the Upload File button [Browse...] [Upload]

4. Select the option to <u>view</u> the sample templates.	The DRGR page on the HUD Exchange opens in a new browser. The HUD Exchange includes: • Templates • Crosswalks – to help you complete mandatory fields within the sample template • Fact Sheets – provides additional upload instructions **Admin Module: Manage TA Rates** Add Rates Edit Rates Deactivate Rates **Admin Module: Manage TA Staff Assigned to Rates** Add Staff to Rates Edit Staff Assigned to Rates Remove Staff from Rates **Crosswalks** The following "Crosswalks" assist grantees with determining which column headings in a particular Data Upload Template require specific data entries (i.e., National Objective = "Low/Mod" or "NSP Only - LMMI") **Admin Module: Staff Rates Request Crosswalk**

5. Download the appropriate template from the HUD Exchange. Be sure to complete the steps in DRGR to add people to approved rates after you get notice from DRGR or HUD that rates have been approved.	The template opens in MS Excel as a .csv file type. Do no change the file type. Do not edit or format any column titles. • Use the '**Add Rates**' template to add rates in DRGR. • Use the '**Edit Rates**' template to edit/correct rates in DRGR. • Use the '**Deactivate Rates**' template deactivate rates in DRGR. • Use the '**Add Staff to Rates**' template to associate a person to an **approved** staff type and rate. • Use the '**Edit Staff Assigned to Rates**' template to edit staff associated with an **approved** staff type and rate. • Use the '**Remove Staff from Rates**' template to remove staff from DRGR.

6. Use the '**Admin Module: Staff Rates Request Crosswalk**' on the HUD Exchange and '**DRGR Report: TA Staff Approval Comments**' to help you complete the mandatory fields on the .csv template. Enter all required information on the sample template.	The *StaffRateType*, *StaffFirstName*, *StaffMidleName*, and *StaffLastName* information must match the financial management system in which the rates and people are recorded and billed. The *ResponsibleOrgName* and *NewResponsibleOrgName* columns must be an exact match with what is included in DRGR. These fields are not required and may be left blank. For awardee direct staff, only include Base Rate/Hour and Fringe Rate. Total Rate per Hour is the sum of these fields. For contractors and consultants, include the fully loaded rate in the Base Rate/Hour and Total Rate per Hour fields. Both the Base Rate and Total Rate must be greater than $0. For the '**Add Rates**' template, the *TAProvider*, *RateType*, and *OccupationalType* columns need to be an exact match with what is included in the crosswalk. Definitions for the Occupation Type options included in Appendix A. For *OverheadRate* and *GeneralAdminRate* include $0. For the '**Edit Rates**' template, the *TAProvider*, *StaffRateType*, and *EffectiveDate* columns need to be an exact match with what is included in the crosswalk and DRGR Report. For *OverheadRate* and *GeneralAdminRate* include $0. For the '**Deactivate Rates**' template, all columns need to be an exact match with what is included in the crosswalk and DRGR Report. For the '**Add Staff to Rates**' template, the *TAProvider*, *StaffRateType*, *EffectiveDate*, and *RateType* columns need to be an exact match with what is included in the crosswalk and DRGR Report. For the '**Edit Staff Assigned to Rates**' template, the *TAProvider*, *StaffRateType*, *EffectiveDate*, *RateType*, *StaffFirstName*, *StaffMiddleName*, and *StaffLastName* columns need to be an exact match with what is included in the crosswalk and DRGR Report.

		For the '**Remove Staff from Rates**' template, all columns need to be an exact match with what is included in the crosswalk and DRGR Report.
7.	Save the completed upload file to your computer.	
8.	Go back to DRGR browser window to upload the file you completed. Select the '**Upload Type**' in DRGR, based on the action you want to complete in DRGR. Select '**Browse**' button to select the saved upload file. Then select the '**Upload**' button to upload the file.	
9.	The Upload screen will display the uploaded data rows that have been successfully completed and also provide the option to download the error files.	**DRGR Data Upload** Return to Upload Page **File Upload Results Info:** Total number of file rows: 1 Uploaded number of rows: 1 Status of the Uploading: Completed Successfully Download Upload Details View Upload Data On error, download the error file and send the saved upload file and the error file to TAWageApproval@hud.gov. On success, verify that uploaded data exists in the system by going to the Manage Staff Types or Manage TA Staff pages.
10.	Repeat by selecting each of the upload types, if you need to complete additional upload actions.	

UPLOADFAMILY	UPLOADTYPE	FIELDNAMES
Staff	StaffRateAdd	TAProvider,StaffRateType,EffectiveDate,BaseRate,OverheadRate,GeneralAdminRate,FringeRate,TotalRate,RateType,OccupationalType,Comments,ResponsibleOrgName
Staff	StaffRateEdit	TAProvider,StaffRateType,EffectiveDate,BaseRate,OverheadRate,GeneralAdminRate,FringeRate,TotalRate,RateType,Occupationaltype,Comments,ResponsibleOrgName
Staff	StaffRateDeactive	TAProvider,StaffRateType,EffectiveDate,RateType
Staff	StaffAdd	TAProvider,StaffRateType,EffectiveDate,RateType,ResponsibleOrgName,StaffTitle,StaffFirstName,StaffMiddleName,StaffLastName
Staff	StaffEdit	TAProvider,StaffRateType,EffectiveDate,RateType,StaffFirstName,StaffMiddleName,StaffLastName,NewStaffTitle,NewStaffFirstName,NewStaffMiddleName,NewStaffLastName,NewResponsibleOrgName
Staff	StaffRemove	TAProvider,StaffRateType,EffectiveDate,RateType,StaffFirstName,StaffLastName

Appendix A: Definitions of Occupation Types

Occupation Type	Occupation Type Definition
Accountant	Prepares asset, liability, and capital account entries by compiling and analyzing account information.
Accounts Payable Manager	Oversees a team of accounts payable clerks and/or bookkeepers managing payroll processes, employee reimbursements, and vendor payments. Duties generally include overseeing the utilization of financial software applications and transitions to new systems.
Administrative Manager	Plans, directs, and coordinates supportive services of an organization.
Administrative Specialist I	<$25 per hour - Perform routine clerical and administrative duties. Organize files, prepare documents, schedule appointments, and support other staff.
Administrative Specialist II	$46 - $39 per hour - Perform routine clerical and administrative duties. Organize files, prepare documents, schedule appointments, and support other staff.
Administrative Specialist III	> $40 per hour - Perform routine clerical and administrative duties. Organize files, prepare documents, schedule appointments, and support other staff.
Architect	Plans, creates models, and manages building constructions.
Attorney	Advise clients concerning business transactions, claim liability, or legal rights and obligations. Interpret laws, rulings, and regulations for individuals and businesses.
Auditor	Prepare and examine financial records. Ensure that financial records are accurate and that taxes are paid properly and on time. Assess financial operations and work to help ensure that organizations run efficiently.
Business Analyst I	<$100 per hour - Review business processes to gain a complete understanding of current procedures, identify improvements, document those processes, and connect business people to information technology (IT) groups in an organization.
Business Analyst II	$101 - $199 per hour - Review business processes to gain a complete understanding of current procedures, identify improvements, document those processes, and connect business people to IT groups in an organization.
Business Analyst III	>$200 per hour - Review business processes to gain a complete understanding of current procedures, identify improvements, document those processes, and connect business people to IT groups in an organization.
Civil Engineer	Conceive, design, build, supervise, operate, construct, and maintain infrastructure projects and systems in the public and private sector, including roads, buildings, airports, tunnels, dams, bridges, and systems for water supply and sewage treatment.

Communications Specialist	Create, edit, translate, and disseminate information through a variety of different platforms. Develop the overall communications strategy and implementation plan to inform, educate, engage, and develop support from stakeholders.
Construction Engineer	Apply a broad and in-depth working knowledge of site construction and electronics to a wide variety of assignments through the application of technical concepts, practices, and procedures. Work closely with construction crews and state roadway engineers to design site layouts and test system networks. Knowledge of major road and other major construction project closures. Works with Engineering and Software teams to diagnose, test and find potential opportunities for better performance or cost savings of system design of build specifications.
Construction Specialist	Ensure that construction meets local and national building codes, ordinances, and zoning regulations.
Data Analyst	Responsible for collecting and analyzing data.
Economist	Study the production and distribution of resources, goods, and services by collecting and analyzing data, researching trends, and evaluating economic issues. Plans, designs, and conducts research to aid in interpretation of economic relationships and in solution of problems arising from production and distribution of goods and services.
Editor/Writer	Ensures text is readable, accurate and ready for final product. Work on products of all kinds, including books, flyers, and handouts. May check text to ensure it is well written and logically structured; correct grammar and spelling; plan, develop, organize, write, and edit operational procedures and manuals. Research, develop, and document technical design specifications and test scripts. Analyze documents to maintain continuity of style of content.
eLearning Specialist	Assists in the design, development, and deployment of learning modules and internal training events; captures modules in an e-learning authoring tool; makes modules available through an online education hosting environment; and maintains and updates the agency's e-learning program. Provide support in the design and development of e-learning courses and upload these to a Learning Management System. Provide guidance and technical support by means of creating storyboarding, instructional design, script writing/editing support, visual/audio aids creation, and testing/knowledge.
Energy Engineer	Design, develop, or evaluate energy-related projects or programs to reduce energy costs or improve energy efficiency during the designing, building, or remodeling stages of construction. Conduct jobsite observations, field inspections, or sub-metering to collect data for energy conservation analyses. Conduct energy audits to evaluate energy use, costs, or conservation measures.
Energy Specialist	Basic understanding of the applications for energy conservation measures within facilities as well as how to utilize federal, state and utility-based incentive programs. Understanding of green building concepts, building codes, and legislation. Understanding of utility billing practices. Knowledge of energy related government requirements.

Environmental Engineer	Prepare, review, and update environmental investigation and recommendation reports. Collaborate with environmental scientists, planners, hazardous waste technicians, engineers, and other specialists, and experts in law and business to address environmental problems. Provide technical-level support for environmental remediation and litigation projects, including remediation system design and determination of regulatory applicability.
Environmental Specialist	Knowledge of environmental review, permit processing, and compliance programs for complex projects. Performs long-range planning related to housing development. Create and propose ways to eradicate pollution and hazards. Incorporate the different disciplines of environmental studies, such as ecology and natural sciences. Present environmental compliance training.
Financial Analyst	Develop budgets and estimate financial needs. Prepare budget reports and monitor institutional spending. Analyze financial data by collecting, monitoring, and creating financial models for decision support.
Financial Manager	Coordinate with managers on financial issues. Provide feedback in relation to the departments' expenses, production, revenue contributions, and any potential variances in the budgeted costs.
Geologist	Carry out technical analysis of earth and its materials and evaluate the risks of geological hazards. Ensure that the hazardous geological factors are identified before starting with any engineering project at a specified site, as these may affect the work. Design and analyze sites that are environmentally sensitive. Provide design, analysis, and construction services for water resources and geo-technical projects. Can also advise on processes required for such suitability and developments and requirement of suitable construction materials.
Graphic Design Specialist	Create visual concepts, using computer software or by hand, to communicate ideas that inspire, inform, and captivate consumers.
Housing Specialist	Provides expert housing-related advice, consultation and guidance on housing programs. Provide guidance and strategies for affordable housing development and retention. Knowledge of short-term rental assistance programs, policies and processes.
Information Technology Specialist	Provide expert advice on IT programs requiring effective development of policies, procedures and strategies to ensure the optimum integration of operating systems, IT policies and guidelines, systems analysis, and evaluation and monitoring to ensure the security of vital computer systems and resources.
Instructor	Provides instructional support to adult learners. Designs and delivers class curriculum. Develops lesson plans.
Loan Specialist	Understands how one prepares and approves client applications for loans, leases or lines of credit. Working knowledge of lending principles. Evaluate or recommend best practices for fair loan applications. Ensure compliance with laws governing financial institutions and transactions.

Marketing Manager	Responsible for developing and implementing strategic marketing plans for an entire organization. Work on advertising, promotions, and marketing. Managers plan programs to generate interest in products or services.
Marketing Specialist	Conduct market research to find answers about consumer requirements, habits, and trends. Brainstorm and develop ideas for creative marketing campaigns. Assist in outbound and inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, event planning, etc.). Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV, etc.). Assist in analyzing marketing data (i.e. Fair Housing use rates) to help shape future marketing strategies.
Paralegal	Perform a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research, and drafting documents. Performs substantive and procedural legal work as authorized by law, which work in the absence of the paralegal would be performed by an attorney.
Program Manager	Oversees the award and progress across multiple work plan projects to be sure their benefiting each other and aligning with overall goals. Accomplishes human resource objectives by communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; and enforcing programmatic policies and procedures. Accepts ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments and key performance outcomes in workplans accomplished.
Project Manager	Plan, budget, oversee, and document all aspects of the specific work plan. Organize the numerous parts of a project. Set up schedules and timelines to monitor progress and help make sure the project meets its goals. Track dates, budgets, and other information using spreadsheets. Sort reports, invoices, and financial files for quick access. Communicate with others, including the project team and client. Able to convey a project's status, which range from daily minutiae to long-term goals, to keep it on schedule. When problems arise, may need to troubleshoot and clearly articulate proposed solutions to all parties. Provide help with presentations and reports to allow other team members to concentrate on their area of expertise. Perform budgeting, monitor expenses, and project cash flow. Ensure that projects meet quality standards. Perform administrative tasks such as billing and bookkeeping.
Real Estate Specialist	Assist with various real estate and leasing responsibilities. Knowledge includes transactions related to lease/property management operations and acquisitions for public and private housing partnerships.
Research Specialist	Plan and conduct social/environmental scientific experiments to meet research project objectives. Researches, gathers, and analyzes census, demographic, and housing data to assist in identifying housing market study needs or to evaluate and/or support proposed projects or programs.
Structural Engineer	Structural engineers are civil engineers who are focused on the constructional and architectural integrity. Responsible for designing any kind of structure so that it can fulfill a specific purpose, and remain safe,

	economic, and functioning throughout its intended lifetime. Investigate both the immediate loads and demands on the structure, as well as any likely future changes, and ensure a structure is designed to withstand those loads. Design new builds and ensure older structures remain safe, and often design refurbishment schemes to ensure long life for existing structures. Work on many areas of construction, including building design, construction, repairs, conversions, and extensions.
Training and Evaluation Specialist	Plan, conduct, and administer programs that train adult learners and improve their skills and knowledge. Plan training delivery and coordinate logistics for training sessions. Develop and distribute professional communications through various print, electronic, and web-based methods to provide end-users and other stakeholders with timely and relevant information.
Underwriter	Expert in the analysis of risk in insurance proposals, determining policy terms, and calculating premiums based on actuarial, statistical, and background information. Knowledge about how to collect background information and assessments of risk while analyzing statistical data.
Urban/Regional Planner	Develop land use plans and programs that help create communities, accommodate population growth, and revitalize physical facilities in towns, cities, counties, and metropolitan areas.
Videographer	Operates video cameras, on location or in the studio, in the production of professional pre-recorded programming. Designs, transports, sets up, and operates production equipment, including audio and lighting equipment, for field and studio productions. Computer edits video segments on a variety of tape and digital formats. Completes trouble and preventive maintenance reports on video and audio production equipment
Web Development Specialist	Develop, maintain, and continuously improve interactive databases as well as static content for websites as well as implementation, and maintenance of information for the websites. Develop interactive database applications and associated project functions. Provide technical advice and instruction applications for web-based application enhancement. Make improvements to websites by analyzing program data, research findings, or national trends, applying expertise in web-based design, and guiding the development of recommended changes to improve display of content or data collection processes. Develop business cases for Internet-related projects including: customer needs, strategic benefits, identification of stakeholders, risks associated with implementation, technologies required, process descriptions, and expected costs.