

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA

Approved: 09/14/04

Reviewed: 00/00/00

Revised: 00/00/00

HOUSING PROGRAMS ANALYST
(FLSA Exempt)

DEFINITION/PURPOSE:

Provide professional analytical support for housing assistance programs within the Housing Operations Department. Provide operational and technical support for supervisory staff, undertake research, and interpret and analyze housing program regulations. Perform program audits for existing housing programs and bond compliance.

DISTINGUISHING CHARACTERISTICS:

This management classification is responsible to the Deputy Executive Director for Housing Operations for staff analytical and administrative assistance. It is distinguished from the classification of Housing Assistant by professional knowledge and training required to effectively perform analytic assignments. It differs from the Housing Manager classes by the lack of involvement in the day-to-day management of one of the housing programs or housing developments.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and direction of the Deputy Executive Director for Housing Operations.

This classification does not normally supervise other Authority classification; however, it may provide direct and general supervision to assigned clerical personnel.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Provide professional analytical support for housing assistance programs within the Housing Operations Department, including researching, analyzing, and developing department operational policies and procedures.
- Research and analyze housing program regulations, interpret and summarize regulation, prepare and submit reports and recommendations, formulated guidelines and/or prepare a variety of reports on mandated regulations.
- Develop/review systems to evaluated the implementation of housing assistance programs. Prepare and submit related recommendations.
- Participate in technical support for housing programs crime (e.g. fraud, drug, etc.) and court cases. Research such cases and provide backup support functions.

- Research and evaluate existing and new computer programs, analyze effectiveness, and make recommendations as to program use or modifications to computer programs. Create, review, and assess automatic reports.
- Provide technical support for supervisory staff. Perform supervisory duties in the absence of the supervisors, as needed.
- Perform the duties of a program specialist, as required. Perform the full range of specialist duties, including eligibility determination, the processing of new contracts, re-certification, occupancy, and damage claims, rent determination and increases, and unit inspections.
- Prepare and present comprehensive technical records and reports. Conduct research and comprehensive data collection efforts to support analysis.
- Participate in training staff in work procedures and regulations mandated by the Department of Housing and Urban Development.
- Attend and conduct meetings. Assist in coordinating workshops for tenants and landlords.
- Participate in a variety of special projects as assigned, including research of new programs and services. May act as liaison with outside agencies.

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of – Current principles and practices of the administration of complex public housing programs. Principles of public administration and public agency organizational structures. Housing program rules, regulations, requirements, and guidelines. Current methods of research, program analysis, and report preparation and writing techniques. Principles and procedures of record keeping. Modern office procedures, methods, and computer equipment. Pertinent federal, state, and local public housing laws, codes, and regulations. Program and agency rules, regulations, and standards. Operation and uses of personal computers.

Ability to - Provide analytical and technical support for housing assistance programs and housing affordability programs. Maintain confidentiality. Interpret and explain Authority policies and procedures. Review and implement proposed changes in regulations for housing programs in a timely manner. Research, analyze, and evaluate programs, policies, and procedures. Make sound and accurate decisions. Perform the full range of Housing Programs Specialist duties. Participate in the training of staff. Establish and maintain effective working relationships with those contacted in the course of work. Prepare clear, concise reports, studies, and analyses. Communicate clearly and effectively both verbally and in writing. Organize work, set priorities, and exercise sound judgment within established guidelines. Maintain the mental capacity that allows effective

interaction and communication with others. Prepare and work within established operating budgets. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, work in both indoor and outdoor environments, climb stairs and ladders, bend, stoop, crawl, and walk over uneven ground. Walk, sit, or stand for lengthy periods of time. Possess the manual dexterity to operate keyboard equipment. Maintain effective audiovisual discrimination and perception capacity to make observations. A majority of work is conducted in an indoor office environment.

Other – Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.
- Bilingual fluency in English and Spanish or Vietnamese is desirable.
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Three (3) years of increasingly responsible demonstrated experience in performing administrative and analytic assignments utilizing critical thinking methods to achieve results. Work in property management, public housing, or public administration involving the analysis of federal, state, and local laws, regulations, and related directives is desirable.

Education – Possess a Bachelor's Degree from an accredited college or university with a major in social sciences, public administration, business administration, or a related field. Possession of a Master's Degree from an accredited college or university in one of the designated fields is desirable.