

HOUSING ANALYST I
HOUSING ANALYST II

DEFINITION

To perform professional administrative and technical duties related to the City's affordable housing programs; and to provide highly responsible technical staff assistance in conducting analyses of such programs.

DISTINGUISHING CHARACTERISTICS

Housing Analyst I – This is the entry level class in the Housing Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Housing Analyst II – This is the journey level class within the Housing Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Housing Analyst I

Receives general supervision from assigned management or supervisory personnel.

May exercise direct supervision over technical and administrative support personnel.

Housing Analyst II

Receives direction from assigned management or supervisory personnel.

May exercise direct supervision over technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide responsible professional and technical assistance in the development, administration and implementation of assigned housing programs which may include housing rehabilitation, oversight and coordination of Community Development Block Grant (CDBG) funded-projects, qualifying low income loan applications and grant contract administration of federal and state housing programs such as Housing Choice Voucher (federal rental assistance through the Housing Authority), HOME, Cal Home, BEGIN and CDBG.

Determine eligibility criteria for housing programs and rating and ranking methods related to applicant funding requests; recommend appropriate funding mechanisms and coordinate loan packages and payments, subordinations; and maintain portfolios related to outstanding loans.

Assist in the development of new program elements and program modifications as assigned in order to meet program goals and objectives; monitor and coordinate the operation of assigned housing program areas; perform analytical work including feasibility analysis of development projects; assist in formulating program policies, goals and procedures.

Monitor and coordinate on-going operations of assigned program areas; maintain documentation and supporting records and statistics.

Negotiate and monitor compliance of various grant agreements or affordable housing agreements entered into between service providers or developers and the City.

Provide highly responsible analytical staff assistance including conducting specific and/or comprehensive surveys and analyses of a variety of alternative housing options and funding mechanisms.

Assist in the preparation of assigned program and project budgets; prepare budget recommendations relative to assigned housing program responsibilities; coordinate and compile budget recommendations submitted by staff from other City divisions/departments related to housing programs; research past expenditures and revenues and project future expenditures.

Monitor assigned budget(s) on a regular basis; review purchase requisitions and confirm available funds and authorizations; analyze budget information regarding revenues/expenditures and prepare reports in accordance with requirements of local, State, and Federal funding sources.

Analyze and monitor utilization of budget authority; analyze costs and trends; develop and implement leasing strategy; forecast and monitor units leased ensuring compliance with budget authority; submit required data to regulatory agencies.

Perform quality control audits of caseload to ensure correct calculations and compliance with regulatory requirements and deadlines.

Prepare grant proposals according to funding source requirements; monitor approved grants to ensure compliance with conditions and regulations; maintain appropriate documentation and records; participate in audits conducted by grant authority.

Prepare and administer contracts and memoranda of understanding related to various housing programs and projects; participate in and coordinate and/or facilitate internal and external committees and staff meetings.

Prepare and make presentations to a variety of groups, including developers, lenders, neighborhood groups and others regarding affordable housing issues and concerns; prepare and present workshops for property owners, contractors, and various City/other agency inspectors; work with a variety of parties to ensure compliance with rules and regulations.

Respond to requests for information from the general public, City staff, developers, and other interested parties; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Plan, prioritize, assign, supervise and review the work of assigned staff.

Participate in the selection of staff; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Housing Analyst I

Knowledge of:

Principles and practices of affordable housing program administration and funding methods.

Principles and practices of program and project management.

Basic budget preparation and monitoring.

Research methods and procedures including statistical analysis and report writing.

Principles of supervision, training and performance evaluations.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and visual presentation.

Ability to:

Perform professional work in the development, administration and implementation of a variety of affordable housing programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight or 10 pounds or less.

Interpret and apply complex policies, procedures, rules and regulations; understand and apply statistical information as related to the implementation and operation of a variety of affordable housing programs.

Prepare and make formal and informal presentations of housing program information in a clear and understandable manner.

Administer assigned program and/or project responsibilities; prepare complex reports; evaluate and develop procedures and policies and make related recommendations.

Exercise initiative and independent judgment in sensitive situations; interview, research, problem solve, and negotiate.

Supervise, train and evaluate assigned technical and administrative support personnel.

Communicate clearly and concisely, both orally and in writing.

Attend evening or weekend meetings outside of usual working hours, as required.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

No professional experience required.

AND

Training:

A Bachelor's degree from an accredited college or university. Three years of increasingly responsible advanced journey level experience in affordable housing program/project management may be substituted for two years of education.

License or Certificate

Possession of a valid California driver's license upon date of appointment.

Housing Analyst II

In addition to the qualifications for the Housing Analyst I:

Knowledge of:

Principles and practices of cost benefit analysis as related to assigned department operations.

Pertinent local, State and Federal laws, ordinances and rules related to housing rehabilitation and related affordable housing programs.

Features and elements to assigned housing programs and activities.

Principles and practices of advanced program and project management.

Program evaluation and analysis.

Ability to:

Independently perform professional work in the development, administration and implementation of a variety of affordable housing programs

Analyze market changes and/or community development to determine new business opportunities.

Assist in developing operating policies and procedures related to area of assignment.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of performing duties similar to that of a Housing Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university. Three years of increasingly responsible advanced journey level experience in affordable housing program/project management may be substituted for two years of education.

License or Certificate

Possession of a valid California driver's license upon date of appointment.

Possession of a Real Estate or Contractor's license is highly desirable.

04-28-16

08-05-14

08-25-12 Housing Analyst I/II

04-06-05 Senior Program Technician I/II

07-24-02 Senior Housing/Redevelopment Technician

02-07-02