

HOUSING AUTHORITY
of the
COUNTY OF MONTEREY

Revised October 2020

HOUSING PROGRAMS ANALYST
(FLSA Exempt)

DEFINITION/PURPOSE:

Provide professional analytical support for housing assistance programs within the Housing Assistance Programs department; to provide operational and technical support for supervisory staff; and to research, interpret and analyze housing program regulations. Perform program audits for existing housing programs and bond compliance.

DISTINGUISHING CHARACTERISTICS:

This single position management classification is responsible for the analysis of programs, assist supervisory staff in the development and refinement of services for which they are responsible, to provide detailed analysis of current, new, and proposed program regulations, and assist in the development of departmental policies and procedures. Assist the Director of Housing Assistance Programs through the internal audit of program compliance and bond compliance. It differs from all other classifications in that it is responsible to the Director of Housing Assistance Programs for analysis and audit.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general direction of the Director of Housing Assistance Programs.

The classification normally has no supervisory responsibilities; however, he/she may provide lead direction to clerical staff and, as assigned, supervise specialists within the professional staff.

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

- Provide professional analytical support for housing assistance programs within the Housing Assistance Programs Department, including researching, analyzing, and developing department operational policies and procedures.
- Research and analyze housing program regulations and interpret and summarize regulations. Prepare and submit reports and recommendations. Formulate guidelines and/or prepare a variety of reports on mandated regulations.

- Develop/review systems that evaluate the implementation of housing assistance programs and prepare and submit recommendations.
- Assist/research in preparation and implementation of grant proposals and application for funding.
- Act as a key point of contact and liaison between the Housing Assistance Programs Department and property owners/landlords participating in housing assistance programs. Ensure effective communication and collaboration to facilitate program success and address landlord inquiries and concerns.
- Administer a baseline of data, prepares routine monthly reports and situational statical reports. Facilitate communication between HUD.
- Assist in preparation of the Authority's defense, in accordance with CFR and Authority policy, in the event of suit.
- Research and evaluate existing and new computer programs and analyze effectiveness. Make recommendations as to program use or modification. Create, review, and assess automated reports.
- Provide technical support for supervisory staff.
- Perform the duties of a program specialist, as required, performing the full range of specialist duties including eligibility determination, the processing of new contracts, re-certification, occupancy, rent determination and increases, and unit inspection.
- Maintains small caseload up to 400. Explain methodology to participants.
- Interact face to face with participants on a variety of potentially intense life situations and advise challenges of program participation. Prepare individual contracts for program participation. Work closely with family members. Provide participants with access to a variety of support services in the community.
- Prepare and present comprehensive technical records and reports. Conduct research and comprehensive data collection efforts to support program analysis and execute research design.
- Participate in training staff in the work procedures and regulations mandated by the Department of Housing and Urban Development (HUD) and the various other sources that provide funding for affordable housing.
- Monitor and assist in the evaluation of the administration and effectiveness of various Housing Choice Voucher programs, (e.g. Family Unification, VASH, Mainstream, new housing programs, etc.)
- 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.
- Maintain a professional and cordial attitude towards co-workers and clients.
- Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS:

- May act in the role of supervisor in the absence of a supervisor.
- May represent the Authority at public meetings and conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Programs, principles, and practices of housing assistance programs. Public housing laws, and agency rules, regulations, and guidelines. Modern research, program analysis, and report writing techniques. Principles and procedures of record keeping. Modern office procedures and methods. Pertinent Federal, State, and local laws, codes, and regulations. Computer applications that support data analysis. Concepts and techniques of management and organization. Personnel practices, supervision, and administration.

Ability to – Interpret housing assistance program rules, regulations, requirements, and guidelines, as well as Authority policies and procedures. Maintain confidentiality. Analyze, interpret data, and prepare reports. Comprehend and interpret complex rules, regulations, and laws. Organize work and set priorities. Exercise sound independent judgment within established guidelines. Establish and maintain effective working relationships with others contacted in the course of work. Communicate complex ideas. clearly and effectively both orally and in writing. Maintain the mental capacity for sound decision making and the physical capability to perform assigned duties. 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. Obtain certifications in Rent Calculation and Section 8 within one (1) year of employment. Obtain certification in Public Housing Management within two years of employment.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit or stand for lengthy periods of time, walk, climb, stretch, bend, lift 25 lbs and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

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

- Use of a personal automobile may be necessary in the performance of assigned duties. Possession of personal automobile insurance, and proof of such coverage on file with the Authority, is necessary to operate a personal vehicle for Authority business.

- Bilingual fluency in English and Spanish is desirable.

- Be insurable by the Housing Authority's insurance carriers.

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 was to obtain the knowledge and abilities is:

Experience – Three (3) years of increasingly responsible experience in performing administrative and analytical tasks utilizing critical thinking to achieve results.

Education – Possess a bachelor’s degree from an accredited college or university with a major in social science, business or public administration, or a related field.

ACKNOWLEDGEMENT

I have received a copy of this job description. I have reviewed this job description and understand all of my job duties and responsibilities. I am able to perform the Essential Job Functions as outlined.

Employee’s Signature

Date

Employee’s Name (printed)
