

SENIOR HOUSING POLICY ANALYST

DEFINITION

Under general direction, provides complex administrative and analytical support to assigned Santa Clara County Housing Authority (Agency) programs; serves as the Agency's expert on specific assigned housing programs and program funds; analyzes programmatic practices and procedures and develops and implements recommendations for operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, research, and evaluations for assigned programs;; fosters cooperative working relationships among Agency departments and acts as a liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Housing Policy Manager. May exercise functional and technical supervision over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Housing Policy Analyst series, in which incumbents research, plan, develop, and implement policies and procedures for a variety of programs within an assigned department, including, contract administration, management analysis, and policy and program evaluation. Incumbents facilitate and support the work of departmental management staff by providing a professional-level resource for policy, procedural, and operational analyses and studies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, and may involve frequent contact with the public. This class is distinguished from the Housing Policy Manager in that the latter has overall responsibility on the development of complex policy and program initiatives and supervision of the Team's functions and activities. This class is further distinguished from the Housing Policy Analyst in that the Senior level is an expert for specific Agency programs, assigned to the more complex programs and initiatives, functioning with a higher degree of independent judgment and initiative, and requiring additional training and/or experience.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the programs to which assigned.
- Coordinates, oversees, and performs the more complex professional-level administrative and programmatic work for various housing programs in such areas as program budget development, , grants administration, , contract administration, partnership building, management analysis, public information, procedural development and program evaluation and reporting.
- Plans, designs, develops, organizes, oversees, evaluates and administers highly complex housing programs and projects; directs all aspects of assigned programs, including legal and regulatory compliance; develops, receives, reviews, and processes program applications, contracts, environmental reviews, and agreements; participates on various committees and presents recommendations to the Agency Board.
- Serves as a liaison to employees, the public, private organizations, government agencies, community groups, and other organizations; provides information and assistance regarding assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and implements corrective actions.
- Develops, oversees, and implements new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations; analyzes and interprets new or proposed Federal and State legislation, regulations, and policies; drafts new legislations, ordinances, or policy initiatives as directed.
- Oversees and conducts a variety of complex analytical and operational studies regarding departmental and programmatic activities, including complex financial, budget, regulatory, operational, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Participates in the development of procedures, forms, letters, training materials; delivers training to other agency staff.

- Develops and administers program budgets, including revenue projections, multi-year cash flow analysis, cost containment, and grant funds disbursement; monitors revenues and expenditures; identifies and recommends resolutions for budgetary issues.
- Develops requests for proposals for professional services and administers the advertising and bid processes; develops general evaluation criteria, evaluates proposals, and recommends project award; prepares and negotiates contracts and agreements and administers same after award;
- Prepares program applications to secure Federal, State, and local funding commitments; assists in the reporting of alternate funding sources and ensures compliance with Federal, State, local, funding agency, and Agency accounting and reporting requirements and applicable laws, regulations,.
- Develops consultant requests for proposals for professional services; administers contracts after award; ensures contractor compliance with Agency standards and specifications and time and budget estimates; analyzes and resolves complex problems that may arise.
- Prepares and presents Agency Board agenda reports and various other Agency, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned programs.
- Maintains accurate records and files; complies with storage of records and retention schedules.
- Generates, analyzes, and reviews a variety of reports and documents as the basis for policy review and development.
- Participates on a variety of interdisciplinary committees and commissions and represents the Agency to a variety of community, government, and regulatory agencies and stakeholder groups; conducts workshops, forums, and; provides professional and technical expertise to the community.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited four-year college or university with major coursework in business administration, finance, public administration, or a related field and five (5) years of progressively responsible experience in the analysis and stewardship of housing programs. Experience as a Policy Analyst or Management Analyst in a housing authority, or similar agency is desired.

Licenses and Certifications:

None.

Knowledge of:

- Principles and practices of Federal, State, and local housing programs.
- Principles, practices, and procedures of funding sources and grant funds disbursement.
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation, budget development and administration, and sound financial management policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the assigned programs.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Agency in contacts with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Plan and conduct research on a wide variety of program topics including grant funding, contract feasibility, budget proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the Agency in meetings with government agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances, duties of this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.