

HOUSING POLICY ANALYST

DEFINITION

Under general supervision, provides administrative and analytical support to assigned federal and local housing programs; analyzes programmatic policies, practices and procedures and makes recommendations for operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, research, and evaluations for assigned programs; develops, summarizes, and maintains administrative records; fosters cooperative working relationships with other Housing Authority (Agency) departments, outside agencies, and the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Housing Policy Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class in the Housing Policy Analyst series, in which incumbents perform the full range of analytical duties in support of assigned assisted housing programs including on-going research, analysis, and reporting of housing programs regulations, preparation of comprehensive reports, policy briefs, research memos, model policies or other communications. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and involving frequent contact with staff and the public, as well as performing various research functions. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility. This class is distinguished from the Senior Housing Policy Analyst in that the latter 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.

- Performs professional-level administrative and programmatic work for various federal and local housing programs in areas such as grants administration, contract administration, policy and program analysis, and evaluation.
- Plans, develops, and administers complex housing programs and projects; directs all aspects of assigned programs, participates on various committees and may present committee recommendations to the Agency Board; represents the Agency to program stakeholders, including applicants, participants and owners.
- 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 recommends corrective actions.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations.
- Conducts a variety of analytical and operational studies regarding programmatic activities, including 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.
- 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.
- Participates in the development of procedures, forms, letters, training materials; delivers training to other agency staff.
- Generates, analyzes, and reviews a variety of reports and documents as the basis for policy review and development.
- Participates in the development of 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 problems that may arise.
- Prepares and submits Agency Board memorandum, reports and various other Agency, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned programs.

- Maintains accurate records and files; develops storage of records and retention schedules.
- Assists with, coordinates, and organizes community events; represents the Agency to the public in explaining policies and procedures; provides training programs to the community.
- Participates on a variety of interdisciplinary committees and commissions, and represents the Agency to a variety of community and stakeholder groups.
- 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 social services, or behavioral sciences, business or public administration, or a related field and three (3) years of progressively responsible experience in the areas of analysis, policy writing, and quality control audits.

Licenses and Certifications:

None.

Knowledge of:

- Principles and practices of Federal, State, and local housing programs.
- Basic 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 governmental 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:

- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Coordinate programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Conduct effective management, administrative, and operational studies.
- Organize and carry out assignments from management staff with minimal direction.
- 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 in an effective manner.
- 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 governmental 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.