



PERSONNEL COMMITTEE MEETING
Special Meeting: July 14, 2021
Time: 7:15 a.m.

COVID-19 UPDATE: Based on guidance provided by the Centers for Disease Control Prevention, state and local public health officials, HACA’s office building is temporarily closed to the public and in-person meetings have been suspended until further notice. **The Personnel Committee will conduct this meeting on Zoom and by phone.**

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| How to attend this meeting using the Zoom Video Conference platform: | | |
| Members of the public may listen, view, and/or participate in this meeting using Zoom. You may have to download the Zoom app, however, using Zoom and downloading the Zoom app is free. You can access the Zoom meeting through one of the following ways: | | |
| Click on this link: | OR | OR |
| https://us02web.zoom.us/j/88460095724 | Use your computer or laptop and go to: https://zoom.us/join | Use your mobile device, e.g. a cell phone, iPad and/or tablet, download the Zoom app to your device. In the app tap on “Join Meeting” then type in/enter Meeting ID: <u>884 6009 5724</u> |
| | Type in/enter Meeting ID: <u>884 6009 5724</u> | |

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| How to participate in this meeting by phone: |
| Dial: 1-888-788-0099 then when prompted, enter Meeting ID: <u>884 6009 5724</u> |

PUBLIC COMMENT

If you wish to comment on a matter NOT on the agenda please email your comment(s) to melissat@haca.net, no later than 5:00 p.m., on Tuesday, July 13, 2021. Your comment(s) will be shared during the meeting when the Chairperson calls for Public Comment. If you are attending the meeting on Zoom or by phone please wait for the Chairperson to ask for comments from the public. Upon recognition by the Chairperson, state your name, comments and/or questions. To allow the opportunity for all to speak, there is a time limit of 3 minutes for public speakers wishing to address the Personnel Committee. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers who wish to address the Personnel Committee. Public comments on an agenda item or on business introduced by the Personnel Committee may be made when the Chairperson calls for comments on the agenda item. **Only matters within the Personnel Committee’s jurisdiction may be addressed. Thank you for your understanding and flexibility during the COVID-19 public health emergency. If you have any questions, please email melissat@haca.net or call (510)727-8511.**

(CONTINUED ON NEXT PAGE)



PERSONNEL COMMITTEE MEETING
Special Meeting: July 14, 2021
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Page 2

| | | | | |
|--|------------------|--|---------------------|------------------|
| 1. CALL TO ORDER / ROLL CALL | | | | |
| 2. APPROVAL OF THE MINUTES OF THE FEBRUARY 10, 2021 MEETING | | | ACTION | <u>PAGE</u> 3 |
| 3. PUBLIC COMMENT - On matters not on the Agenda | | | | |
| 4. NEW BUSINESS | | | | |
| | PERSONNEL | | | |
| | RULE | DESCRIPTION | | |
| 4-1. | 5.4 | Adoption of class specifications (Financial Accounting Manager and Procurement & Purchasing Manager) | ACTION | 8 |
| 4-2. | N/A | Succession Planning and Recommendations for Organizational Changes | PRESENTATION | 10 |

MINUTES
February 10, 2021



PERSONNEL COMMITTEE
Special Meeting: February 10, 2021
Meeting Time: 7:00 a.m.

SUMMARY ACTION MINUTES

Based on guidance provided by Centers for Disease Control Prevention, Alameda County Public Health officials and Governor Newsom's Executive Orders, in-person meetings are suspended until further notice. This meeting was conducted via the Zoom video conference platform and by phone.

1. CALL TO ORDER / ROLL CALL

CALL TO ORDER:

Chairperson Hannon called the meeting to order at 7:06 a.m.

ROLL CALL:

Present:

Chairperson Michael Hannon

Commissioner Pete Ballew

Commissioner Mark Gerry

2. APPROVAL OF THE MINUTES OF THE OCTOBER 14, 2020 PERSONNEL COMMITTEE MEETING

RECOMMENDATION: Approve the minutes of the October 14, 2020 Personnel Committee meeting as presented.

MOTION/SECOND: Ballew/Gerry

Upon a roll call vote being taken the votes were:

Ayes: Cmrs. Ballew, Gerry and Hannon.

Motion passed. **APPROVED AS RECOMMENDED.**

3. PUBLIC COMMENT

On matters not on the Agenda.

None.

4. NEW BUSINESS

4-1. ACTION: AMENDMENTS TO THE PERSONNEL COMMITTEE BYLAWS PERSONNEL RULE: N/A

Kurt Wiest presented the staff report. Mr. Wiest reported that Arne Olson submitted his resignation thus creating a vacancy on the Personnel Committee (PC). The PC thought this would be an opportune time to increase the number of committee members and staff reviewed the PC’s bylaws. Mr. Wiest reported that the bylaws have not been updated in over 24 years and summarized some of the proposed revisions staff is recommending.

Recommendation: Approve amendments to the Personnel Committee Bylaws and make a recommendation to the Housing Commission to adopt a resolution to approve the amendments.

Commission Discussion: The PC members discussed the proposed revisions and made recommendations for the number of members, the posting the of the agenda and clarification to language in the bylaws. Chairperson Hannon asked that staff provide these suggested amendments to the Housing Commission when the item is presented to them.

Motion/Second: Gerry/Ballew.

Upon a roll call vote being taken the votes were:

Ayes: Cmr. Ballew, Gerry and Hannon

Motion passed. **APPROVED AS RECOMMENDED.**

4-2. ACTION: AMENDMENTS TO PERSONNEL RULES – RULES 7.4, 21, 22, 24 AND 25 PERSONNEL RULE: 1.2

Charla Freckmann, Human Resources Manager, presented the staff report. Ms. Freckmann reported that staff is proposing to amend Rules 7.4, 21, 22, 24 and 25 of HACA’s Personnel Rules. She summarized the proposed revisions and recommended that the Personnel Committee approved the proposed revisions.

Recommendation: Approve the proposed amendments to the Personnel Rules and make a recommendation to the Housing Commission to adopt a resolution to approve the amendments.

Motion/Second: Ballew/Hannon.

Upon a roll call vote being taken the votes were:

Ayes: Cmr. Ballew, Gerry and Hannon

Motion passed. **APPROVED AS RECOMMENDED.**

4-3. ACTION: ADOPTION OF CLASS SPECIFICATIONS (HOUSING SPECIALIST) PERSONNEL RULE: 1.2

Charla Freckmann presented the staff report. Ms. Freckmann reported that the Housing Specialist class specifications have not been updated in over 15 years. She stated that staff is proposing to

revise the class specifications in order to reflect the current spectrum of duties and responsibilities and upgrade the minimum qualifications for this journey level classification.

Recommendation: Approve the proposed amendments to the Personnel Rules and make a recommendation to the Housing Commission to adopt a resolution to approve the amendments.

Commission Discussion: Cmr. Ballew recommended that staff take a look at the language pertaining to pronouns to ensure that it is inclusive.

Motion/Second: Ballew/Hannon.

Upon a roll call vote being taken the votes were:

Ayes: Cmr. Ballew, Gerry and Hannon

Motion passed. **APPROVED AS RECOMMENDED.**

5. ADJOURNMENT

There being no further business to discuss, Chairperson Hannon adjourned the Personnel Committee meeting at 7:57 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/
Housing Commission Clerk

Kurt Wiest
Executive Director/
Housing Commission Secretary

Approved:

Michael Hannon
Personnel Committee Chairperson

NEW BUSINESS

July 14, 2021

BACKGROUND INFORMATION

| <u>ITEM NO.</u> | <u>ADOPTION OF CLASS SPECIFICATIONS</u> (FINANCIAL ACCOUNTING MANAGER AND PROCUREMENT & PURCHASING MANAGER) | <u>PERSONNEL RULE:</u> |
|-----------------|---|------------------------|
| 4-1. | | 5.4 |

Personnel Rule 5.2 states that the Personnel Committee shall adopt and maintain a written classification for each class of positions and such specifications shall constitute the official specifications of classes and that no new classification will be established without a final class specification that has been approved by the Personnel Committee.

Article 5.4 of the Personnel Rules states that the Personnel Committee shall approve amendments or revisions to classifications as needed.

Financial Accounting Manager

The classification of Financial Accounting Manager is being proposed for revision to reflect the current spectrum of duties and responsibilities and upgrades the minimum qualifications for this journey level classification. This position has not been utilized by the Housing Authority in many years.

The position has been deemed necessary to assist the Finance Director with the day-to-day management responsibilities of the Finance Department because the Finance Director has assumed the additional responsibilities for supervising the Housing Authority’s procurement function. Thus, it is appropriate for this classification to be revised and updated.

Procurement and Purchasing Manager

This classification has had some reporting and organizational changes making it necessary to amend the existing classification. In addition, the position of Procurement and Purchasing Manager is currently vacant, and it is therefore timely to make the suggested recommendations for revision.

The original Housing Authority’s Financial Accounting Manager classification was only available as a scanned document, therefore, a version with the tracked revisions is not available. The tracked revisions for the Procurement and Purchasing Manager can be found under “Attachment A.”

Recommendations

1. Your Commission will be reviewing a recommendation that the Financial Accounting Manager position be approved for addition to the 2021/2022 budget proposal. Staff therefore recommends that your Personnel Committee approve and adopt the revised classifications of Financial Accounting Manager.
2. Staff is recommending that the classification of Procurement and Purchasing Manager be revised to reflect recent changes prior to the commencement of a recruitment for this position.
3. Previously, your Committee suggested that revisions to job classifications should be processed on an administrative level rather than being approved by the Housing Authority's policy-making elected body. Therefore, staff is recommending that future revisions to job descriptions be approved by the Executive Director in response to your Committee's suggestion.

BACKGROUND INFORMATION

| <u>ITEM NO.</u> | <u>PRESENTATION: SUCCESSION PLANNING AND RECOMMENDATIONS FOR ORGANIZATIONAL CHANGES</u> | <u>PERSONNEL RULE:</u> |
|------------------------|--|-------------------------------|
| 4-2. | | N/A |

A. Introduction:

At the time I was hired as the new HACA executive director, replacing Chris Gouig, I was asked to begin a process addressing succession planning within the agency. The primary focus would be succession planning for a replacement executive director given that my contracted tenure with HACA would be 3 years with the possibility of short increments beyond that period. The secondary focus would be on succession planning with other key management positions within the organization.

During my initial performance review on February 1, 2021 the subject of succession planning and organizational restructuring was discussed and a timetable was set for initial presentation of concepts. The discussion today with the HACA Personnel Committee is fulfillment towards that timetable.

B. Guiding Principles:

As I approached this task, I outlined a number of designed objectives. These objectives are a combination of those given to me by the Personnel Committee, my own observations and desires, and input from key management staff.

1. Ensure a smooth transition in leadership at the end of my term as executive director;
2. Create an organizational structure incorporating a deputy executive director position;
3. Identify and prepare one or more potential management staff for the possibility of being HACA's future executive director;
4. Reduce the number of direct reports (26) under the Housing Programs Manager position;
5. Develop an organizational structure that keys in on process improvement and less reliance on short-term outsourcing of core tasks associated with operating rental assistance programs;
6. Eliminate unsustainable budget deficits by reducing operational costs (i.e., create efficiencies through any proposed realignment and/or restructuring);
7. Prepare HACA for the anticipated resources allocated in the future by HUD and other sources, primarily rental assistance programs targeted to special needs populations (homeless, disabled, veterans, youth transitioning from foster care, and victims of domestic violence).
8. Minimize increases in headcount and focus on primary objectives;
9. Bring HACA out of the pandemic into a future that maintains high levels of service to our clients and constituencies.

C. History:

Attached is the current organizational chart for HACA (marked as Exhibit A). This structure has been in place since April 2013. When the current structure was put into place, HACA was experiencing a significant reduction in Administrative fees for the Housing Choice Voucher program and operating subsidy for public housing.

This situation forced action to reduce headcount primarily through early retirement incentives. At approximately the same time the major project of repositioning HACA's owned housing units through HUD's Rental Assistance Program was initiated and units were transferred out of the federal public housing program into HACA's affiliate, PACH.

For the last eight years HACA has operated without a deputy director position, although it has remained as an unfilled, but unbudgeted position, in the agency.

Prior to 2013, HACA had two deputy executive director positions, one over administration, the other with oversight of housing programs. That structure was put into place in 1998. Prior to that, there was a single deputy director position.

It should be noted that HACA's program size and number of clients served have grown significantly in the last 8 years, with no appreciable increase in headcount. Staff at all levels are clearly struggling to keep up with the workload and expected high level of customer service.

D. Recommendations:

A deputy executive director position is warranted and needed on a number of counts. The attached recommended organizational chart (marked as Exhibit B) adds this position, as well as an additional Programs Manager in housing programs. The addition of these two positions focuses on addressing the objectives outlined at the beginning of my analysis of organizational structure needs.

The new deputy executive director position would have direct supervision over the following classifications: Senior Administrative Analyst, Program Managers (including the one that we proposing to add), the Property Management Administrator, and the Facilities Manager. The deputy executive director position would have oversight over all rental subsidy programs, including Housing Choice Vouchers, Family Self-Sufficiency, Mainstream, Foster Youth Initiative, Emergency Housing Vouchers, Project Based Vouchers, wait list management, Property Management and Facilities (PACH, Inc.).

I understand this change would bring two new positions to the agency at a time when we are running a budget deficit, however, one immediate action after implementation will be planned discussions that will focus on streamlining our operations and making process improvements which I believe will result in significant cost-savings over time.

I also believe HACA would be better served with an organizational structure consistent with what was in place prior to 2013 – two deputy executive directors, one over the agency’s core housing programs, the other over administrative support functions of accounting, human resources, procurement, and information technology. My recommendation, however, is to approach this change incrementally - bring on a deputy executive director who will focus primarily on the core of our operations, our housing programs, add a new housing programs manager who will focus immediately on process improvement and cost reduction, then make assessments to determine if there is a need for a second deputy director over administrative services sometime in the future.

EXHIBIT A Current Organizational Structure

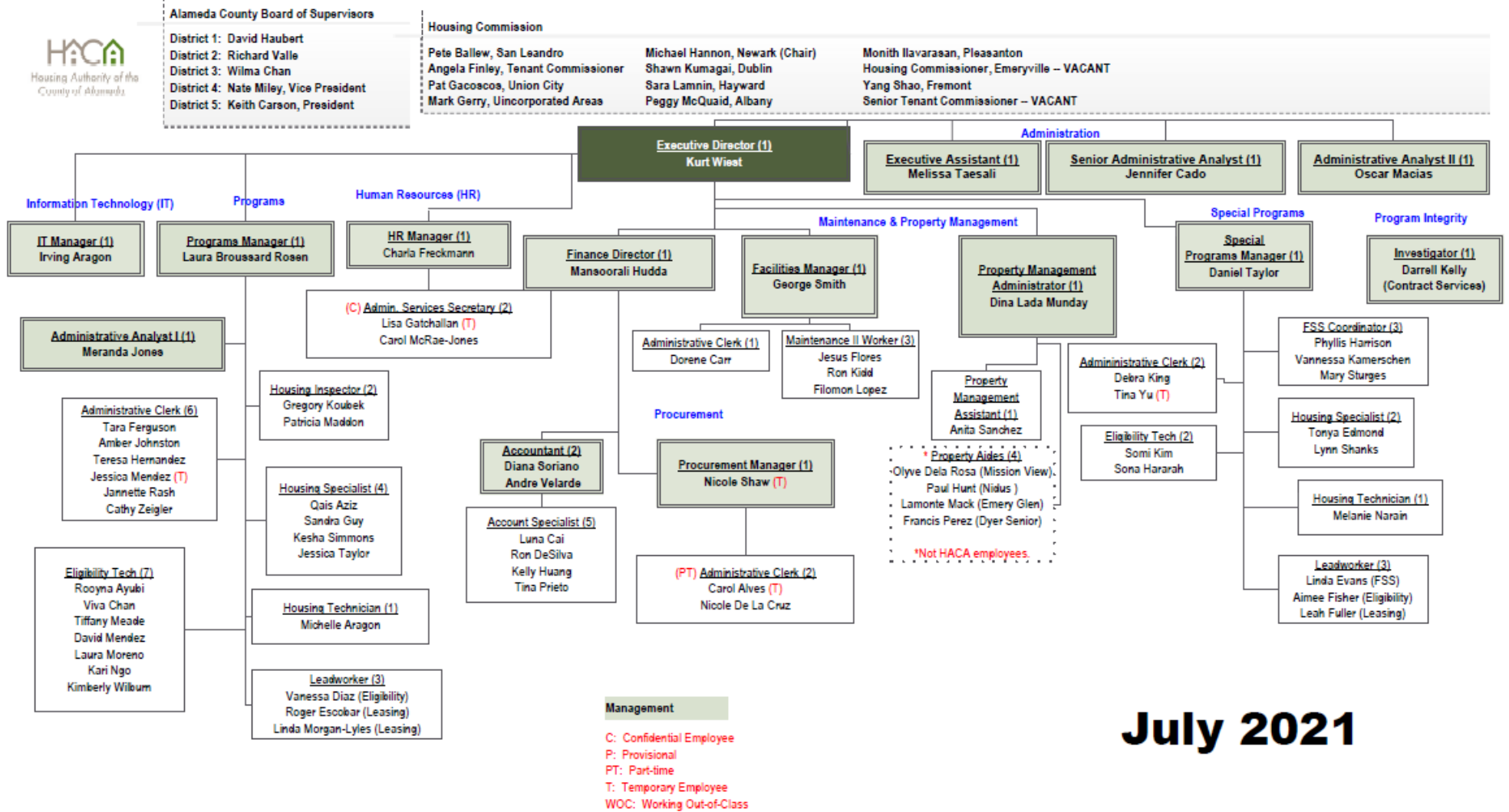
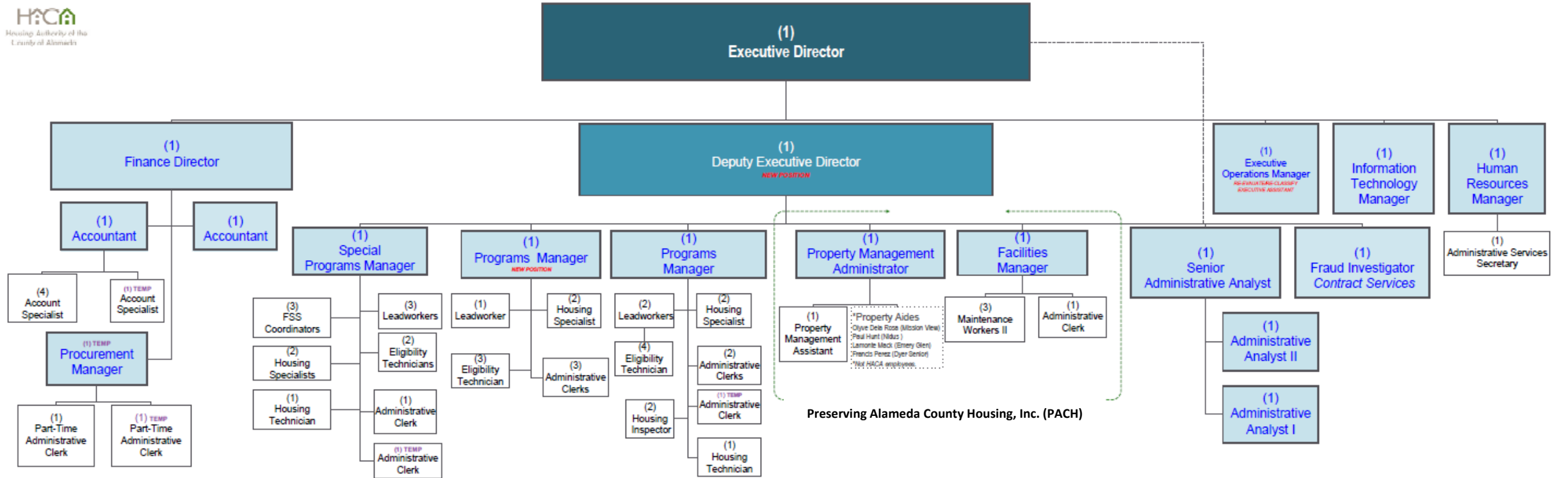


EXHIBIT B Recommended Organizational Structure



NOTES:

Management Employee

TEMP: Temporary Employee

ATTACHMENT A

Financial Accounting Manager

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3667M

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|---------------------|------------------|
| Department: | Finance |
| Unit: | n/a |
| Reports to: | Finance Director |
| FLSA Exempt: | Yes |

| | |
|---------------------------------|---|
| Required Licenses: | Possession of a California Driver's License |
| Required Certifications: | n/a |

DEFINITION/PURPOSE:

Under general direction from the Finance Director, the Financial Accounting Manager supervises accounting technical and support staff manages the day-to-day operations and functions of the Finance Department including payroll, accounts payable and receivable and budget administration. In addition, the Financial Accounting Manager provides complex staff assistance to the Finance Director and other managers.

DISTINGUISHING FEATURES:

This single management classification is responsible for managing, planning, organizing, directing and coordination a variety of complex and diverse accounting and financial activities on a day-to-day basis. It is distinguished from the Finance Director classification in that the Finance Director is responsible for the policy direction and overall planning the Finance Department and the planning of the accounting and financial management of the Housing Authority. In addition, the Finance Director is distinguished from the Financial Accounting Manager in that the Director has responsibility for investments and budget preparation.

SUPERVISION RECEIVED AND EXERCISED:

The Financial Accounting Manager receives general direction from the Finance Director and may supervise the Accountant and Account Specialist classifications.

ESSENTIAL AND MARGINAL JOB FUNCTIONS:

Primary (essential) and less essential (marginal) responsibilities may include, but are not limited to, the following:

Essential Functions:

1. Manage staff involved in a variety of financial activities including general accounting, project cost accounting, property inventory control, payroll, accounts payable and receivable.
2. Train, motivate and evaluate subordinate staff.
3. Conduct studies and analyses related to accounting systems and procedures; prepares reports and recommendations.
4. Manage and supervise the administration of the Housing Authority's payroll system and implementation of payroll changes.
5. Participate in the selection of outside auditors for the Housing Authority.
6. Design and implement controls for data input and output for fiscal computer systems and interfaces.
7. Direct the maintenance of general ledgers for Housing Authority funds.

8. Oversee the development and preparation of financial statements.
9. Assist in the development of the final Housing Authority budget.
10. Supervise and participate in the administration of the approved budget, expenditure coding and other accounting related tasks.
11. Maintain and audit major account records on a continuing basis; reconcile statements, accounts, ledgers, encumbrances and budgetary accounts.
12. Prepare month-end and year-end closing of the accounting records, supervise the preparation of financial statements and reports.

Marginal Functions:

1. Serve as department manager in the absence of the Finance Director.
2. May make presentations to the Housing Commission.
3. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

The Financial Accounting Manager requires the:

Knowledge of:

- Methods and practices related to public agency accounting
- Legislation and regulations related to public agency accounting activities
- Theory, principles and practices of accounting and their application to governmental accounting, budgeting and cost control
- Principles and practices of public finance
- Methods used in governmental accounting
- Current computer software and applications
- Record keeping and reporting procedures
- Principles and practices of personnel supervision, training and supervisory management

Ability to:

- Analyze problems, identify alternative solutions and propose resolutions in support of the Finance Department's goals and objectives
- Prepare and monitor a budget
- Perform complex mathematical calculations
- Prepare clear and concise reports, correspondence and other written material
- Give clear and concise instructions to subordinate staff
- Present informative oral presentations

- Research, analyze, evaluate and implement financial account systems and procedures
- Perform major financial analysis defining problem areas and evaluating solutions
- Consult with and advise management on a wide variety of issues related to financial accounting
- Plan, organize and evaluate the work of subordinate staff
- Interpret and apply federal, state and local laws, regulations and policies
- Communicate technical information to non-technical audiences
- Effectively represent the Housing Authority to external customers or stakeholders
- Take initiative, reason logically and be creative in developing and introducing new ideas
- Establish and maintain effective and positive working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with a major in accounting, finance, business or public administration or a closely related field.

Experience: Six (6) years of public or private sector financial accounting administrative and supervisory experience involved with developing and maintaining a large and complex financial accounting system.

Desirable: A Certified Public Accountant license is desirable; knowledge of Housing and Urban Development (HUD) funding principles

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. In addition, a driving record acceptable to the Housing Authority's insurance carrier must be maintained.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech is necessary in order to communicate with the general public, co-workers, agency clients, the general public and officials contacted in the normal course of work. Regular attendance is required. Must be able to handle stressful situations.



Procurement & Purchasing Manager

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3680M

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|--------------|------------------|
| Department: | Finance |
| Unit: | n/a |
| Reports to: | Finance Director |
| FLSA Exempt: | Yes |

| | |
|-----------------|----------------------------|
| Required | Possession of a California |
| Licenses: | Driver's License |
| Required | n/a |
| Certifications: | |

Deleted: Procurement

Deleted: Executive

DEFINITION/PURPOSE:

To organize, direct and supervise the work required to perform a variety of purchasing duties. Establish product standards and specifications, conduct formal bidding processes, develop independent cost estimates, and procure materials, supplies and equipment for the Housing Authority. Conduct outreach to local, small, women and minority owned businesses. Monitor compliance with HUD regulations and the California Public Contract Code for construction and service contracts; recommend appropriate action to effect compliance and to seek appropriate measures for non-compliance. Facilitate meetings with Housing Authority management to determine needs. Responsible for the formal invitation for bid process, requests for quotations and requests for proposals.

Deleted: oversee and administer Housing Authority contracts for all categories. procure materials, supplies and equipment for

Deleted: effective

Deleted: and procure a wide variety of standardized and specialized materials, equipment and services. Develop future needs and develop strategic long-term and short-term purchasing objectives. Responsible for the formal invitation

DISTINGUISHING FEATURES:

This single management classification is located in the Finance Department and reports to the Finance Director. It is distinguished from other management positions at the Housing Authority by having responsibility for the procurement of goods and services, the solicitation process and contract award, and the drafting, negotiation, documentation and execution of contracts within the Housing Authority.

Deleted: Procurement Department

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SUPERVISION RECEIVED AND EXERCISED:

The Procurement and Purchasing Manager receives direction from the Finance Director and supervises one Administrative Clerk.

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ESSENTIAL AND MARGINAL JOB FUNCTIONS:

Primary (essential) and less essential (marginal) responsibilities may include, but are not limited to, the following:

Essential Functions:

- Analyze, plan, organize, and direct Housing Authority procurement processes, warehousing of goods, inventory management and disposition.
- Confer with management staff; perform needs and scope of work analysis to determine appropriate method of procuring goods and services.
- Review department requisitions for accuracy and compliance.
- Establish procurement procedures, manage the solicitation process; obtain cost estimates, and develop solicitation protocols for bids, quotations, and proposals.
- Maintain monitoring and reporting systems to ensure timeliness of procurement activities.
- Prepare and advertise Invitations for Bids (IFB), Request for Proposals (RFP), Request for Qualifications

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Deleted: <#>Work with counsel, when appropriate, regarding contract language, solicitation language, documentation, potential risk, and compliance concerns.



Procurement & Purchasing Manager

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
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(RFQ) and Quotations for Small Purchases (QSP) utilizing the Housing Authority website, local newspapers, and/or trade journals.

- 7. Analyze solicitation responses for conformance to specifications and determine suitability of respondent to perform requested services based on evaluation criteria or by receiving a responsive, responsible, and reasonably priced bid/quotation.
- 8. Examine all required documentation, including checking references, licensure, insurance, debarment and suspension status, state registration, and tax identification information, confirming all documents possess the company or individual's legal name.
- 9. Draft and issue purchase orders; review purchase orders prepared by staff.
- 10. Negotiate contract and purchase order terms, schedules and pricing.
- 11. Monitor contracts and purchase orders to ensure vendor compliance with schedules, terms, scope of work, requested products, and correct quantities.
- 12. Inspect and maintain quality control for supplies and equipment.

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- 13. Executes purchase orders within delegated signature authority.
- 14. Develop a diverse pool of suppliers including minority and women business enterprises (MBE/WBE); interview suppliers, check references, and obtain product and service information.
- 15. Manage and monitor MBE/WBE and Section 3 contracting requirements and policies.
- 16. Ensure compliance with the U.S. Department of Labor and Davis-Bacon Act prevailing wage requirements.
- 17. Prepare Housing Commission agenda items for information and recommendation of contract awards; attend Housing Commission meetings, present agenda items to Housing Commissioners, answer questions, provide clarification and explain procurement policies.
- 18. Manage Housing Authority fleet, including scheduled cleaning, preventative maintenance, emergency repairs, and fleet replacement.
- 19. Coordinate and manage inventories, dispose of excess or obsolete items in accordance with procurement policy.

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Deleted: <#>Represent Housing Authority and make presentations, as needed, at public meetings and conferences.¶

Deleted: <#>Maintain knowledge of current federal, state, and local laws and rules; analyze Housing Authority procurement procedures and implement changes to maintain compliance.¶

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<#>Perform research, statistical analysis and report generation for procurement related areas as requested by management staff.¶

<#>Provide staff support to committees, commissions, client groups or individuals, as assigned.¶

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20. Perform buyer functions for high dollar procurements.

Marginal Functions:

- 1. Provide input in decision making regarding
- 2. areas of procurement.



Procurement & Purchasing Manager

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
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- 3. Manage special projects as directed by the Finance Director.
- 4. Perform other duties as required.

Deleted: Executive

KNOWLEDGE AND ABILITIES:

The Procurement and Purchasing Manager requires the:

Deleted: Contracts

Knowledge of:

- Principles and practices of procurement procedures, competitive bidding and negotiation
- Supply management, marketing practices and pricing methods
- Laws and regulations applying to government procurement and to Housing Authority procurement
- Principles and methods of computerized procurement and inventory
- Report and public information writing techniques
- MBE/WBE and Section 3 requirements

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Ability to:

- Analyze information; identify and evaluate alternatives, assess risk, project consequences and make recommendations
- Prepare clear and concise reports, correspondence and other written materials
- Make clear, concise and informative oral presentations
- Interpret and apply established policies and procedures, rules and regulations
- Utilize Housing Authority computer applications, related software and dedicated computer systems
- Establish and maintain accurate records
- Establish and maintain cooperative working relationships developed while performing duties

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MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Education: A Bachelor's Degree from an accredited college or university with major course work in public administration, business administration or a closely related field.

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Or II

Experience: Five (5) years of professional purchasing and/or procurement in a management position.

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Procurement & Purchasing Manager

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
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Desirable: A Master's Degree in Public Administration or Business Administration; knowledge of government and/or Department of Housing and Urban Development (HUD) procurement requirements.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. In addition, a driving record acceptable to the Housing Authority's insurance carrier must be maintained.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech is necessary in order to communicate with the general public, co-workers, agency clients, the general public and officials contacted in the normal course of work. Regular attendance is required. Must be able to handle stressful situations.

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Procurement & Purchasing Manager

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3680M

| | |
|---------------------|------------------|
| Department: | Finance |
| Unit: | n/a |
| Reports to: | Finance Director |
| FLSA Exempt: | Yes |

| | |
|---------------------------------|---|
| Required Licenses: | Possession of a California Driver's License |
| Required Certifications: | n/a |

DEFINITION/PURPOSE:

To organize, direct and supervise the work required to perform a variety of purchasing duties. Establish product standards and specifications, conduct formal bidding processes, develop independent cost estimates, and procure materials, supplies and equipment for the Housing Authority. Conduct outreach to local, small, women and minority owned businesses. Monitor compliance with HUD regulations and the California Public Contract Code for construction and service contracts; recommend appropriate action to effect compliance and to seek appropriate measures for non-compliance. Facilitate meetings with Housing Authority management to determine procurement needs. Responsible for the formal invitation for bid process, requests for quotations and requests for proposals.

DISTINGUISHING FEATURES:

This single management classification is located in the Finance Department and reports to the Finance Director. It is distinguished from other management positions at the Housing Authority by having responsibility for the procurement of goods and services, the solicitation process and contract award, and the drafting, negotiation, documentation and execution of contracts within the Housing Authority.

SUPERVISION RECEIVED AND EXERCISED:

The Procurement & Purchasing Manager receives direction from the Finance Director and supervises a part-time support position.

ESSENTIAL AND MARGINAL JOB FUNCTIONS:

Primary (essential) and less essential (marginal) responsibilities may include, but are not limited to, the following:

Essential Functions:

1. Analyze, plan, organize, and direct Housing Authority procurement processes, warehousing of goods, inventory management and disposition.
2. Confer with management staff to determine appropriate method of procuring goods and services.
3. Review department requisitions for accuracy and compliance.
4. Establish procurement procedures, manage the solicitation process; obtain cost estimates, and develop solicitation protocols for bids, quotations, and proposals.
5. Maintain monitoring and reporting systems to ensure timeliness of procurement activities.
6. Prepare and advertise Invitations for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ) and Quotations for Small Purchases (QSP) utilizing the Housing Authority website, local newspapers, and/or trade journals.

7. Analyze solicitation responses for conformance to specifications and determine suitability of respondent to perform requested services based on evaluation criteria or by receiving a responsive, responsible, and reasonably priced bid/quotation.
8. Examine all required documentation, including checking references, licensure, insurance, debarment and suspension status, state registration, and tax identification information, confirming all documents possess the company or individual's legal name.
9. Draft and issue complex purchase orders; review purchase orders prepared by staff.
10. Negotiate contract and purchase order terms, schedules and pricing.
11. Monitor contracts and purchase orders to ensure vendor compliance with schedules, terms, scope of work, requested products, and correct quantities.
12. Inspect and maintain quality control for supplies and equipment.
13. Executes purchase orders within delegated signature authority.
14. Develop a diverse pool of suppliers including minority and women business enterprises (MBE/WBE); interview suppliers, check references, and obtain product and service information.
15. Manage and monitor MBE/WBE and Section 3 contracting requirements and policies.
16. Ensure compliance with the U.S. Department of Labor and Davis-Bacon Act prevailing wage requirements.
17. Prepare Housing Commission agenda items for information and recommendation of contract awards. Attend Housing Commission meetings, present agenda items to Housing Commissioners, answer questions, provide clarifications and explain procurement policies.
18. Coordinate and manage inventories, dispose of excess or obsolete items in accordance with procurement policy.
19. Perform buyer functions in complex and high dollar procurements.

Marginal Functions:

1. Provide input in decision making process of Housing Authority management regarding areas of procurement.
2. Manage special projects as directed by the Executive Director.
3. Provide staff support to managers, committees, and other stakeholders.
4. Perform other related duties as required.

KNOWLEDGE AND ABILITIES:

The Procurement & Purchasing Manager requires the:

Knowledge of:

- Principles and practices of procurement procedures, competitive bidding and negotiation
- Supply management, marketing practices and pricing methods
- Laws and regulations applying to government procurement
- Methods of inventory control, costing
- Principles, practices and techniques of large scale purchasing and the methods employed in the preparation of specifications and the analysis of bids
- Principles and methods of computerized procurement and inventory
- Report and public information writing techniques

Ability to:

- Analyze information; identify and evaluate alternatives, assess risk, project consequences and make sound recommendations
- Prepare clear and concise reports, written materials and verbal presentations
- Make clear, concise and informative oral presentations and written materials
- Interpret and apply established policies and procedures, rules and regulations
- Utilize Housing Authority computer applications, software and dedicated computer systems
- Establish and maintain accurate records
- Establish and maintain cooperative working relationships

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with a major in public administration, business administration or a closely related field.

Experience: Five (5) years of professional purchasing and/or procurement in a management position.

Desirable: A Master's Degree in Public Administration or Business Administration; knowledge of government and/or Department of Housing and Urban Development (HUD) procurement requirements.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. In addition, a driving record acceptable to the Housing Authority's insurance carrier must be maintained.

Procurement & Purchasing Manager

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3680M

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech are necessary in order to communicate with the general public, co-workers, agency clients, the general public and officials contacted in the normal course of work. Regular attendance is required. Must be able to handle stressful situations.