



PERSONNEL COMMITTEE MEETING AGENDA

Special Meeting: February 24, 2022

Time: 10:30 a.m.

Due to the COVID-19 public health emergency, the Housing Commission’s Personnel Committee meetings are teleconferenced to protect the public’s health and prevent the disease and its variants from spreading in our communities. Members of the public can attend the meetings through Zoom or call in by telephone.

Join on Zoom by clicking this link:

<https://us02web.zoom.us/j/83021598220>

Meeting ID: 830 2159 8220

Join by phone:

Dial: 1-888-788-0099

Meeting ID: 830 2159 8220

AGENDA

PAGE

1. CALL TO ORDER / ROLL CALL

**2. RESOLUTION NO. 01-22 APPROVING THE IMPLEMENTATION OF
TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT CODE SECTION
54953(e) (AB361)**

ACTION

2

3. PUBLIC COMMENT - On matters not on the agenda

Members of the public can share their comment(s) in the Zoom meeting during the “Public Comment” portion of the agenda and/or email their comments to melissat@haca.net. If the comments are on an item on the meeting agenda, the public may comment on that agenda item when the Personnel Committee Chair calls for public comments on the item. There is a time limit of 3 minutes for each public speaker. 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.

4. CLOSED SESSION

PUBLIC EMPLOYEE APPEAL (LEASING SERVICES LEADWORKER)

Pursuant to Government Code Section 54957

5. NEW BUSINESS

PAGE

5-1. Personnel Rule: 15.1 Appeal of Personnel Actions

ACTION

8

5-2. Personnel Rule: 15.5 Personnel Committee Action on Appeal

ACTION

9

TELECONFERENCING REQUIREMENTS

RESOLUTION NO. 01-22

**APPROVING THE IMPLEMENTATION OF TELECONFERENCING
REQUIREMENTS UNDER GOVERNMENT CODE 54953(e) (AB361)**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 24, 2022

Subject: Consideration to Approve Resolution to Implement
Teleconferencing Requirements Pursuant to Government Code
section 54953 (e) (AB 361)

Exhibits Attached: Resolution No. 01-22

Recommendation: Adopt Resolution

BACKGROUND

On March 17, 2020, to address the need for public meetings during the present public health emergency caused by the COVID-19 virus, Governor Newsom issued Executive Order No. N-29-20, suspending the existing requirements and criteria under the Brown Act, enabling public agencies to conduct their public agenda meetings by teleconference.

On June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act’s teleconferencing requirements through September 30, 2021. Both these Executive Orders allowed public agencies to meet virtually without providing members of the public the right to access the locations from which members of the public agency’s elected officials participated in meetings, thereby eliminating the access requirements under the standard Brown Act teleconference requirements.

On September 16, 2021, Governor Newsom signed into law, Assembly Bill (“AB”) 361, amending Government Code section 54953 to provide authority and specific requirements for public agencies to continue to hold virtual meetings after September 30, 2021, during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950, *et seq.*).

DISCUSSION

The new law enacted by AB 361 requires a notice requirement which provides members of the public instructions on how to access the public agency’s virtual meetings enabling members of the public to communicate directly with the agency’s elected body during

PERSONNEL COMMITTEE AGENDA ITEM NO.: 2.

the allotted public comment time. In contrast, the prior Executive Orders issued by Governor Newsom limited public comments to only comments submitted in advance of the meeting.

AB 361 also adds a procedural requirement requiring public agencies to adopt a resolution in advance of conducting any further virtual public meetings. Government Code section 54953(e) permits legislative bodies and public agencies to make decisions whether to hold virtual meetings at the time of the meeting and does not restrict it to one-time use.

At your November meeting, your committee adopted Resolution No. 01-21 to approve the implementation of teleconferencing requirements pursuant to AB361. AB 361 requires public agencies to adopt subsequent resolutions every 30 days to continue the use of virtual meetings. Since your committee did not hold a meeting in December or January, staff is recommending that your Commission approve a resolution implementing the teleconferencing requirements pursuant to Government Code section 54953(e) as amended by AB 361.

Upon approval of the resolution your committee may proceed with the rest of the regular agenda.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE RESOLUTION NO.: 01-22

**APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS
UNDER GOVERNMENT CODE SECTION 54953 (e) (AB 361)**

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconference rules set forth in the California Open Meeting law, Government Code section 54950, et seq. (the “Brown Act”), which provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, and;

WHEREAS, due to the seriousness of the current pandemic situation, the Housing Authority of the County of Alameda requires all employees to wear facial coverings indoors when not in a private office and remain socially distanced; and

WHEREAS, Government Code section 54953(e) requires that the public agency make additional findings every thirty (30) days to continue virtual meetings.

NOW, THEREFORE, BE IT RESOLVED:

1. All the above recitals are true and correct and are incorporated into this Resolution by this reference.
2. The Personnel Committee finds that state and local officials have imposed or recommended measures to promote social distancing.
3. The Personnel Committee therefore determines that it and its legislative body shall conduct their meetings virtually by teleconferencing in accordance with Government Code section 54953(e)

PERSONNEL COMMITTEE AGENDA ITEM NO.: 2.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA PERSONNEL COMMITTEE
RESOLUTION NO.: 01-22: APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT
CODE SECTION 54953 (e) (AB 361)
FEBRUARY 24, 2022

4. This Resolution expires thirty (30) days after the date of its adoption only to the extent required by law. Otherwise, this Resolution shall remain in effect until repealed by the Personnel Committee or pursuant to action by the Personnel Committee.

PASSED, APPROVED AND ADOPTED by the Personnel Committee of the Housing Commission of the Housing Authority of the County of Alameda on this 24th day of February 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

ATTEST:

Kurt Wiest
Executive Director/Housing Commission Secretary

Michael Hannon
Personnel Committee Chairperson

Adopted: February 24, 2022

NEW BUSINESS
February 24, 2022

BACKGROUND INFORMATION

5-1.	<u>Action:</u> Appeal of Personnel Actions	<u>Personnel Rule:</u> 15.1
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Personnel Rule 15.1 provides for appeals to the Personnel Committee arising from a personnel administration decision of the Executive Director or Personnel Officer, or his or her designee, over which the Personnel Committee has jurisdiction. Such appeal may be made by any person who is affected by such determination or decision.

On November 2, 2021 a HACA employee filed an appeal in response to the Executive Director’s decision to deny the employee’s request for a reclassification of her current Leasing Services Leadworker position with the agency.

The employee’s appeal, HACA’s response to this appeal, and supporting documentation can be found under Attachment A.

The appellant will present her appeal followed by HACA’s response. Your committee may ask questions of any party.

BACKGROUND INFORMATION

5-2.	<u>Action:</u> Personnel Committee Action on Appeal	<u>Personnel Rule:</u> 15.5
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Personnel Rule 15.5 defines what action the Personnel Committee may take in response to the appeal. The appellant may present oral arguments/evidence at the Personnel Committee meeting. The Personnel Committee may interview the appellant and/or appellant’s representative and HACA staff. The Personnel Committee may then, in its own discretion, decide the matter immediately and issue a decision during the meeting or defer the matter for further investigation and/or consideration and set a subsequent date for a Personnel Committee meeting for rendering its decision.

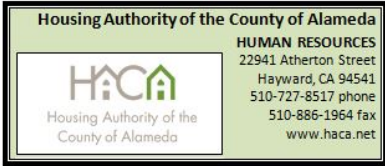
ATTACHMENT A

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EMPLOYEE

RECLASSIFICATION REQUEST

Position Description Questionnaire
Leasing Services Leadworker



POSITION DESCRIPTION QUESTIONNAIRE (PDQ) FORM

PART I

Part I is to be completed by the employee.

GENERAL INFORMATION

Name: Linda Morgan-Lyles

Reason for Completing PDQ Form:
 Re-classifying the Leasing Services Lead Worker Position as a flexible staffed classification: Leasing Services Lead Worker I/II. This will allow for a distinction between a journey level employee in the position to be classified at a higher level based on years of experience, knowledge, and expertise in the position and be compensated at a higher rate of pay versus a newly appointed employee who will need training and experience to reach the higher skill level.

Indicate classification you believe is appropriate for your work:
 Leasing Services Lead Worker II

POSITION INFORMATION

Current classification: Leasing Services Lead Worker
 Length of time in current classification: 6 years
 Previous classification (if applicable): Housing Specialist
 Length of time in previous classification: 5 years
 Name of supervisor: Laura Broussard Rosen
 Job title of supervisor: Programs Manager

PURPOSE OF YOUR POSITION

Briefly describe the major purpose of objectives of your position as you understand it.

The major purpose of my position as a Leasing Services Lead Worker, is to ensure that the leasing teams operate in a professional and responsive manner while serving the needs of our participants and landlords under the HCV program, and to ensure that we are performing our job duties in compliance with HACA’s Administrative Plan and HUD rules and regulations.

As a Lead Worker, I provide guidance, on-going support and training to a team of Housing Specialists, Inspectors and Administrative Clerks to promote productivity through team cooperation and to make certain that critical job functions are carried out on daily basis.

DUTIES AND FUNCTIONS

List the major (most important) duties you perform in the duty statement chart below. A duty can be described as:

- An activity performed to achieve the objectives of the job
- A significant part of a functional area
- Consists of the performance of one or more tasks

After listing the major duties in the duties statement below, indicate the frequency that each duty is performed using the codes provided.

FREQUENCY	CODE	FREQUENCY	CODE
Performed once or more daily	D	Performed once or more monthly	M
Performed once or more weekly	W	Performed once or more yearly	Y

DUTIES STATEMENT

Please characterize duties with a verb, such as type, clean, collect, prepare or similar action words. You may refer to your job description in describing your duties. You may add additional duties by using a separate sheet of paper.

	Duty Statement	Code
1	Respond to and prioritize a variety of escalated and sensitive emails and phone calls from landlords; property mgrs., outside agencies and participants. Research, investigate and resolve complex issues involving leasing, contract negotiations, HAP discrepancies, Fraud, tenant lease violations, and Housing Quality Standards.	D
2	Answer questions and provide training/ guidance to Housing Specialist, HACA Inspectors / Contract Inspectors and Admin Clerks.	D
3	Create and track spreadsheets and follow-up on HQS related issues: Including tracking of initial inspections of occupied units, special inspections, re-inspections, reasonable accommodations (medical equipment), and tenant provided appliances for HQS compliance.	D
4	Schedule Initial and re-inspections for contracted inspector when one or more HACA Inspectors are out of the office. Create manual route for contracted Inspector.	M

	Conduct emergency and initial inspections. Follow-up on required repairs, and reconcile invoice from ISterling.	
5	Follow up on HAP contracts, leases and W9's that have not been returned and resolve any contract discrepancies.	W
6	Work on special projects assigned by Programs Manager, and assist on evaluating new policy, procedures and work assignments and processes.	M
7	Conduct Quality Control Inspections to ensure SEMAP compliance.	M
8	Act as a back up to Moving Team and Landlord Team when needed.	M
9		

DUTIES ADDED TO YOUR JOB IN THE LAST YEAR

If you have had duties added to your position in the last year indicate which of those duties have been added by using the number in the duties statement chart above which corresponds to each duty. Also indicate why the duty has been added to your job and how long over the past year you have been performing them.

Number	Explanation of why duty has been added to your job
3	Additional tracking and follow up due to COVID 19 protocols. This particular type of tracking will be on-going and will continue even when physical HQS inspections resume. Started in April 2020.
4	Performed when one or both inspectors are out of the office. Scheduling started June 2020, performing emergency initial and special inspections started in 2014.
5	The follow-up on non-returned leases, HAP contracts and W9's. Started 2019
6	Evaluating work processes and assignment changes due to COVID 19 and on-going departmental policy and procedural changes that involve Leasing and Inspections. March 2020.

JOB RELATED QUALIFICATIONS

For each duty you described above, indicate the skill, knowledge and abilities that are:

1. **Necessary** – for successful performance of your job;
2. **Not learned** – in a brief training; and
3. **Required** – to perform your job

DEFINITIONS:

Skill – a level of competence in order to perform a learned activity (e.g. – operate a computer)

Knowledge – a body of information applied directly to the performance of a function or duty (e.g. – knowledge of engineering design principles)

Ability – the potential of competently perform an observable duty and usually results in a tangible outcome (e.g. – prepare clear and concise reports).

Skill, Knowledge or Ability	Description
Knowledge	Research, resolve complex inquiries/cases.
Ability	Training and provide guidance to other Team Members
Skill	Tracking and creating spreadsheets for HQS follow-up
Knowledge	HAP contract follow-up, leases, W9's. HAP discrepancies
Ability	Evaluating policy/procedures, work assignments and processes

SPECIAL QUALIFICATIONS

Indicate any special qualifications that are required for your positions (e.g. – licenses, certifications, etc.)

Housing Choice Voucher Specialist - Certificate
Housing Choice Voucher Housing Quality Standards Specialist -Certificate

EQUIPMENT OPERATION REQUIREMENTS

List equipment or machines you use in the regular course of your duties. For each item, assign the corresponding frequency as described above.

	Machine/Equipment:	Code
1	Desk Top Computer	D
2	Scanner	D
3	Copy Machine	D
4	Printer	D
5	Calculator	D
6		
7		

8		
9		

ORGANIZATIONAL CONTACTS

This section is to indicate with whom – both external and internal to HACA – you have regular contact as required by the major responsibilities of your position. Use the codes described below in identifying your organizational contacts.

Purpose of Contact	Code	Purpose of Contact	Code
Provide information	A	Negotiate solutions within policy guidelines	E
Collect information	B	Negotiate solutions involving policy changes	F
Coordinate projects, activities, etc.	C	Other – specify below	G
Solve problems	D		

INTERNAL CONTACTS

Identify the individuals inside HACA that you have regular contact as required by the major responsibilities of your job. Do not include your supervisor. Check appropriate contacts and indicate by the code the purpose of the contact and also the frequency (daily, weekly, monthly, yearly).

√	Type of contact	code	Purpose code	Frequency code
	Clerical staff	A,C,DE		D
	Management	A,B,C,D,E		M
	Executive Director			
	Committees			
	Commissioners			

EXTERNAL CONTACTS

Identify the individuals outside of HACA that you have regular contact as required by the major responsibilities of your job. Do not include your supervisor. Check appropriate contacts and indicate by the code the purpose of the contact and also the frequency (daily, weekly, monthly, yearly).

√	Type of contact	code	Purpose code	Frequency code
	General public	A,B,D		D
	Clients	A,B,D,E		D
	Vendors	A,B,D		M

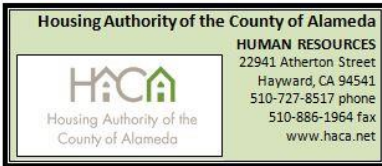
	Other public agencies	A,B,D,E		Y
	Other committees			

Once you complete this form, please return it to Human Resources. Human Resources will review and have your manager complete their part of the PDQ Form.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EMPLOYEE NOTIFICATION

**Classification Study Results
Leasing Services Leadworker**



CLASSIFICATION STUDY RESULTS: EMPLOYEE NOTIFICATION

**To: Linda Morgan Lyles
Leasing Services Leadworker**

**Date of Notification:
10/18/21**

Audit Analysis Conducted By:

Charla Freckmann

Title: Human Resources Manager

SUMMARY OF RESULTS:

Linda, you requested a re-classification of your current position of Leasing Services Leadworker because you believe that the classification should be a flexibly-staffed position which would allow for a “distinction between a journey level employee in the position to be classified at a higher level based on years of experience, knowledge, and expertise in the position and be compensated at a higher rate of pay versus a newly appointed employee who will need training and experience to reach the higher skill level.”

A classification audit is a review of the duties and responsibilities that an employee performs in a given classification. In this case, the analysis consisted of the completed Position Description Questionnaire (PDQ) provided by you, information provided by your manager (Part II of the PDQ), my notes from discussions held with your manager, review of the current classification specification of Leasing Services Leadworker and a review by the Executive Director.

The current classification specification (job description) for Leasing Services is broadly written with the intent of describing general leadworker duties in support of Housing Authority operations. The current Leasing Services Leadworker job description is the standard on which classification reviews and analyses are based. The functions and duties of specific positions are compared against this standard and then are also compared to the functions and duties of other positions in the same classification.

The analysis for a re-classification to a higher-level classification generally involves two issues. (1) – Whether or not the duties required for the incumbent’s primary areas of responsibility are distinguishable from the basic standard which is the required tasks described in the position classification specification. (2) – Has there been an accretion of duties to support a re-classification to a higher-level position.

In general, your current duties are consistent with the key functions described in the Leasing Services Leadworker job description. The incumbent is requesting that the classification be re-structured to create two levels of Leasing Services Leadworker functions (I/II) to account for “the journey level employee in the position to be classified at a higher level based on years of experience, knowledge, and expertise.” It is important to note that as written, the Leasing Services Leadworker classification specification is a journey level position requiring an advanced level of skill, knowledge and abilities. For most journey level classifications, flexibly-staffed positions are generally not applicable because the function is already at a higher-level and higher-level classification specifications are generally more broadly written to allow for the broader scope of responsibilities in higher-level positions. Flexibly-staffed classifications are generally used for the entry level or administrative support positions and for higher-level positions not involving lead and/or supervisory responsibilities.

There was no evidence presented that established the duties currently being performed are distinguishable from the Leasing Services Leadworker classification specification as written. You requested that a higher-level Leasing Services Leadworker classification be created to accommodate years of service in the classification and the higher level of experience based on those years of experience. As a general rule, classification studies do not factor or consider longevity, workload, performance, the appropriateness of salary increases or retention issues. The analysis is based on comparing the function and duties currently being performed to the job classification specification standard.

Many positions evolve over time. However, when new and higher-level duties are permanently added to a position and the additional duties constitute a meaningful or substantial portion of the employee’s overall workload, the classification of the job should be analyzed and re-classified to reflect an actual accretion of those duties. While your duties have changed due to adapting and adjusting operations during the COVID-19 pandemic, these duties are still within the general responsibilities of a Leasing Services Leadworker. Specifically noted is the fact that performing inspections when other inspectors are unavailable may be required and to perform the duties of Housing Inspectors or Housing Specialists when needed are a part of the Leasing Services Leadworker function.

CONCLUSION (Check Applicable Result):

X	Employee’s request denied.
	Employee’s request granted.
	Employee’s request granted with different result.

RATIONALE FOR CONCLUSION:

Both the Programs Manager and the Executive Director agree with the analysis and conclusion of this classification audit.

ACTION ITEM(S) REQUIRED – Check all that apply:

X	No classification specification action necessary.
	Reclassification recommended (reallocation to Housing Technician) and placement in Step 4 of Housing Technician.
	Revise existing class specification.
	Prepare new classification.
	Personnel Committee adoption required.
	Union discussion required.
	Budget amendment required.

	Housing Commission adoption required.
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EMPLOYEE NOTICE OF APPEAL RIGHTS:

If the employee does not agree with the conclusion of the Classification Audit Analysis, an appeal may be submitted to the Housing Commission's Personnel Committee in accordance with Personnel Rule 5.3 (Classification Plan – Classification Appeals) and Personnel Rule 15 (Appeal of Personnel Actions) using the designated appeal form. Appeals must be submitted to the Housing Commission's designated Secretary (Executive Director of the Housing Authority of the County of Alameda) within fifteen (15) working days following receipt of the decision. The Personnel Committee will schedule a hearing and the decision of the Personnel Committee shall be final. Classification appeals are not grievable.

EMPLOYEE ACKNOWLEDGMENT:

This acknowledgment and my signature below indicates that I have received a copy of this decision, understand the decision and my rights to appeal the results of the classification audit analysis.

Employee Name:

Employee Signature:

Date:

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EMPLOYEE APPEAL

November 2, 2021

November 2, 2021

To: Kurt Wiest, Executive Director
 Personnel Committee Chairperson, Michael Hannon
 Commissioner Pete Ballew
 Commissioner Angela Finely
 Commissioner Mark Gerry
 Commissioner Yang Shao

Appeal of Classification Audit Analysis

Dear Mr. Wiest and Housing Authority Commissioners of the Personnel Committee,

I am writing to appeal the results of the classification audit analysis for reclassification of the Leasing Services Lead Worker Position in the Programs Department to a flexibly staffed position of Leasing Services Lead Worker I/II. Section 5.2.4 of the Personnel Rules indicates that the Human Resources (HR) Manager will make an attempt to complete the determination within forty-five days of receiving the completed (PDQ) form from the employee and if unable to complete the determination within this time frame, the employee shall receive written notification of the status of the request. HR never informed me of the status of the request until most recently. Please be aware that this process was initiated in August 2020 and was not concluded until October 18, 2021. The conclusion reached was not made in a fair and transparent manner taking all current relative factors into consideration.

BACKGROUND

As you may be aware, in 2013 HACA underwent a re-organization of the Programs Department which resulted in a change in the duties and functions of the Leasing Services Lead Worker position. The position shifted from the Lead Worker managing a case load of more complex/specialized cases and providing direction/oversight to a group of Housing Specialists within the department to having no case load and providing more direction and guidance to not only Housing Specialists but to Administrative Clerks, Eligibility Technicians, agency Inspectors and contracted inspectors. The Lead Worker also assumed the responsibility of managing reasonable accommodations, which was previous handled by the Housing Management Position.

There are key inaccuracies within the summary results and the analysis that was used to deny the request for re-classification.

1. The Leasing Services Lead Worker (LW) job description which was used as a part of this analysis and described by HR in the (PDQ) response: "is broadly written with the intent of describing general lead worker duties". This job

description was written over 30 years ago and revised in 2005. (Exhibit 1). Its generality lacks key specifics and basic information that most job descriptions would include. (Exhibit 2) It also does not account for the changes in the job functions/duties over the past 30 years nor does it even take into consideration the job duty changes that specifically occurred during the department re-organization. Also note that the job description mentions reviews the work of Housing Operations trainee (this position has not existed for over 15 years.)

Because of the reasons set forth, the (LW) job description should not have been used as part of the assessment in this analysis because it is outdated and leaves out critical and current job duties of the position.

2. I disagree with HR's interpretation that "flexibly- staffed classifications are generally used for entry level or administrative support positions and for higher level positions not involving lead and or supervisory position" and that "The Leasing Services Lead Worker classification is a journey level position".

The majority of job descriptions will and should indicate if a position is "journey level in the series". (Exhibit 3)

HACA currently has three flexibly staffed positions in the Administrative Analyst Series: (Exhibits 4 & 5)
 Administrative Analyst I
 Administrative Analyst II
 Senior Administrative Analyst

This flexibly staffed series allows for the Analyst I the opportunity to gain experience and knowledge under direct supervision before being promoted to the next level, versus the Analyst II who receives general direction with more autonomy and expected to perform the full "journey" level functions of the job.

Please note the inaccuracies in the job description of the Analyst I/II. Under Supervision Received and Exercised, it indicates that there are no direct supervisory responsibilities in the Administrative I/II classification series, however under Marginal Functions for Both Classifications: it indicates may supervise and coordinate the work of assigned staff. Also note that the Analyst I job duties currently include acting as a trainer for Eligibility Technicians and Housing Specialist and provides supervisory level support to subordinate Administrative Clerks.

3. The classification summary results advise that the analysis for a re-classification to a higher-level classification generally involves two issues: whether or not the duties required for the incumbent's primary areas of responsibility are

distinguishable from the basic standard which is the required tasks described in the position classification specification and has there been an accretion of duties to support a re-classification to a higher-level position.

- a) As stated in the job description the Lead Worker performs the duties related to the Housing Specialist classification including: "inspecting units to determine compliance with Federal Standards". My current duties are very distinguishable from the basic standard of which is a required task described in the position classification specification:

I have performed over 1000+ Housing Quality Standards (HQS) Inspections (including initial move-in inspections, re-inspections, special inspections and quality control inspections. Most agencies will require an inspector with limited inspection experience to shadow a journey level inspector in the field for observation and training before being released to perform inspections on their own. I also have the responsibility of making sure HACA meets HUD (SEMAP) requirements under key performance indicators 9, 10 & 11. I also enforce owner and tenant compliance with (HQS) and abatement or termination of housing assistance if necessary.

The two new (LW's) have no experience conducting inspections on their own and would require necessary field training. They also have to rely on direction and supervision in performing their job duties, which is to be expected while specific functions are learned and applied.

- b) I have also trained both new (LW's) as Housing Specialists before they were promoted and continue to provide my expertise, knowledge, skills and guidance to my fellow colleagues not only in the Programs Department but other departments as well. I also have experience of the approval or denial of reasonable accommodations and conducting hearings and terminations. These duties are an integral part of the Lead Worker job duties but which are not listed in the classifications specifications.

These distinguishing factors clearly underscore the job duties that I perform compared against the basic standard of the required tasks described in the position classification specification and compared to the other LW's current job duties and functions. This also provides further evidence that there has been an accretion of duties in the (LW) classification and supports a re-classification of the position to a higher-level position.

This overall process was not conducted nor concluded in a fair manner. The process should have included myself as part of the meeting with the Programs Manager to have a more robust and transparent discussion regarding the key specifics of my duties and the level of judgement and supervision needed to carry out my job functions on a daily basis.

The Programs Manager was probably not aware of the other duties that I have performed in the past as a Lead Worker and Housing Specialist as she has only been in her position for three years.

For the reasons as stated, I respectfully ask that you take the time to review and consider all relevant information presented and offer your unbiased determination based on the facts for re-classification of the Leasing Services Lead Worker position, to Leasing Services Lead Worker I/II.

Thank you,

A handwritten signature in black ink that reads "Linda Morgan-Lyles". The signature is written in a cursive, flowing style.

Linda Morgan-Lyles

Enclosures:

- Exhibit I (Leasing Services Lead Worker job description)
- Exhibit II (AHA -Housing Programs Supervisor job description)
- Exhibit III (SCHA – Housing Programs Specialist job description)
- Exhibit IV (HACA – Admin Analyst I/II job description)
- Exhibit V (HACA – Senior Admin Analyst job description)

LEASING SERVICES LEADWORKER

DEFINITION

Under direction to act as lead person for the Leasing Services unit and assist management in the administration of the unit; to personally perform duties of a Housing Specialist; and to perform related duties as required.

DISTINGUISHING FEATURES

This position is located in the Leasing Services Department. The incumbent acts in a lead capacity for a group of Housing Specialists, and Trainees, which involves assigning and reviewing work, training and assisting in the more complex and unusual cases.

EXAMPLE OF DUTIES

1. Assigns and reviews work of Housing Specialists and Housing Operations Trainees; trains and assists in the selection and evaluations of employees.
2. Assists management in evaluating current policies and procedures; recommends improvement in policies and procedures; assists in other management decisions and functions; analyzes and effectuates special projects.
3. Assists Housing Specialists with the more complex and unusual situations, provides technical guidance; interprets regulations; prepares correspondence of a sensitive nature
4. Personally performs duties related to the Housing Specialist classification including: inspecting units to determine compliance with Federal Standards; negotiation of contracts; redetermination of tenant eligibility.

MINIMUM QUALIFICATIONS

Either I

Two years experience in the class of Housing Specialist in the Housing Authority service

Or I

Six years of recent, full-time experience in the Leasing or management of rental properties through government assistance programs. (Possession of a Bachelors Degree may be substituted for four years of the general experience, and an AA degree may be substituted for two years of the general experience.)

And

One year experience in a lead or supervisory capacity.

Or III

Some acceptable combination of education or experience.

LICENSE

Possession of a valid California Motor Vehicle Operators license

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal, State and Local laws, rules and regulations pertaining to the section 8 Housing Programs, including housing quality standards; interviewing, inspecting, negotiating techniques, principles of individual and group behavior. Ability to: Gather and analyze data; read interpret and apply regulations and rules; organize and prioritize multiple tasks; give and receive clear, concise oral and written instructions; establish and maintain cooperative working relationships deal tactfully and effectively with co-workers and the public; resolve complaints and problems effectively; perform complex mathematical calculations.

TM:bz 10/89 LEASERLD.WOR

ADOPTED BY THE PERSONNEL COMMITTEE DECEMBER 19, 1989

Leasing Services Leadworker Job Description Rev. 3/05



**August 2021
FLSA: EXEMPT**

HOUSING PROGRAMS SUPERVISOR

DEFINITION

Under general direction, supervises the activities of Housing Authority staff engaged in the provision of housing assistance, including oversight of assigned functions such as eligibility, inspections, new leases, reexaminations, and terminations; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Housing Programs. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the supervisory level class in the Housing Specialist series. Incumbents participate in the most complex and sensitive work activities and utilize expert program and operational knowledge to resolve difficult issues by formulating unique solutions. This position functions independently and refers matters to the Director of Housing Programs in unusual situations, such as when there is the potential of legal liability. Incumbents may assist the Director in strategic planning and budgeting. This classification is distinguished from the Housing Programs Director classification in that the latter is responsible for the direction and management of the entire Rental Assistance Department.

EXAMPLES OF ESSENTIAL 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.

- Plans, organizes, prioritizes, assigns, reviews, and evaluates the work of professional, clerical, and technical staff engaged in housing or related activities and services.
- Provides input in the development and implementation of goals, objectives, policies, and priorities for housing programs; recommends appropriate service levels within Housing Authority policy; recommends and administers policies and procedures.
- Reviews, approves, or recommends approval of employee work schedules, time cards, requests for vacation, sick leave, overtime, and leaves of absence.
- Oversees and participates in the development and administration of Housing Authority programs; ensures that programs comply with Federal and State laws, regulations, and reporting requirements.

Housing Programs Supervisor
Page 2 of 4

- Monitors changes in laws, regulations, and technology that may affect program operations; assists in the implementation of policy and procedural changes as required; informs and educates staff regarding changes.
- Provides training to staff on matters such as new processes, software updates, and verification tools; prepares instructions, documentation, and procedural guides; trains, counsels, develops, and motivates employees in appropriate work procedures, standards, practices, and behavior, including workplace safety.
- Collects input and makes recommendations for the standardization of procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program service delivery methods; compiles data for the assessment and monitoring of workload and administrative support systems; identifies opportunities for improvement and recommends these to the Director.
- Performs the most complex and sensitive work involved in the Housing Authority's housing programs and eligibility functions; responds to difficult and sensitive public inquires and complaints and assists with resolutions and alternative recommendations.
- Performs a variety of complex data compilation and research; prepares summaries, reports, and correspondence.
- Reviews and processes requests for reasonable accommodation; may maintain related documentation and logs, monitor periodic reviews of approved reasonable accommodations, and prepare reports regarding reasonable accommodations.
- Maintains programs integrity; investigates possible program violations; may prepare cases and represent the Housing Authority in informal hearings; may conduct informal reviews of Housing Authority decisions; assists in scheduling and processing informal hearings for other staff; may assist in monitoring repayment agreements or other conditions of continuing assistance which result from program integrity activities.
- Maintains and applies knowledge of applicable laws, regulations, Department of Housing and Urban Development (HUD) guidelines, and Alameda Housing Authority Administrative Plan, including Fair Housing and Limited English Proficiency (LEP).
- Provides administrative support to the Director of Housing Programs as needed.
- Serves as the acting Director of Housing Programs in the Director's absence.
- Attends department and Housing Authority meetings; participates in a variety of mandatory training activities; obtains housing certificates related to the assignment.
- May participate on special committees.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of effective employee supervision and motivation.
- 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 and reporting methods, techniques, and procedures.
- Public relations techniques.

Housing Programs Supervisor
Page 3 of 4

- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned program(s).
- Methods and practices used in housing assistance and/or social service programs.
- Applicable laws and regulations including those related to fair housing, local housing codes, and guidelines enforced by the Department of Housing and Urban Development.
- Policies, technical processes, and procedures related to the Housing Authority.
- Methods used to conduct housing inspections; specific property conditions that have the potential to endanger the health and safety of occupants.
- Business letter writing and the standard format for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Housing Authority staff.

Ability to:

- Supervise, motivate, and direct staff.
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Effectively administer a variety of programs and administrative activities.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Coordinate and oversee programmatic administrative, and compliance 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 executive staff with minimal direction.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- 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 as well as applicable Housing Authority policies and procedures.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Use initiative and exercise independent judgment.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

Housing Programs Supervisor
Page 4 of 4

- 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.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in social work, sociology, urban studies, public administration, or a related field; and four (4) years of progressively responsible experience in administering publicly assisted housing programs and/or human and social services provision. One (1) year of the required experience should have been in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid driver's license by time of appointment. Must be able to be insured under AHA's owned automobile insurance policy.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various Housing Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person 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, typewriter 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. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



JULY 2017
FLSA: NON-EXEMPT

HOUSING PROGRAMS SPECIALIST

DEFINITION

Under general supervision, independently performs complex and specialized duties in the administration of rental assistance programs in the Housing Department of the Santa Clara County Housing Authority (Agency); and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Housing Programs Supervisor or Housing Programs Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class of the housing programs series that independently performs a variety of complex, highly responsible, and specialized functions associated with the administration of rental assistance programs. The work has technical and programmatic aspects, requiring the interpretation and application of regulations, policies, and procedures and involves frequent contact with Agency staff and the public, as well as performing various research functions. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department. This class is distinguished from the Housing Assistant by performing specialized departmental functions and by the assignment of caseload management duties. This class is further distinguished from the Housing Programs Supervisor in that the latter is the full supervisory-level class in the series and responsible for supervision of lower-level staff.

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.

- Conducts comprehensive reviews of rental assistance client case files to ensure eligibility determinations, rental assistance calculations, case management activities, and documentation are accurate, complete, and in accordance with Agency policies and procedures and applicable funding source rules and regulations; refers sensitive, highly complex issues to the Housing Programs Supervisor for resolution.
- Reviews data, evaluates applicable rules and regulations, and makes determinations of client eligibility for program assistance; reviews client intake files for accuracy and completeness and approves processing.
- Receives referrals of alleged program fraud or abuse from Agency staff, calls, representatives of governmental agencies, or the public and refers allegation to Housing Compliance Team, and assists with investigation and administrative hearings as required.
- Responds to contacts from clients, property owners, informants, representatives of other governmental agencies, legal counsel for clients, Agency staff, and others; documents procedural errors and other problems in case files and returns them to the Housing Supervisor for follow up action.
- Assumes full responsibility to conduct certifications and re-certifications, tenant's eligibility determination to move, rent surveys of assigned area; determines reasonable rents; negotiates rents; prepares and executes Housing Assistance Payment (HAP) contracts, processes contract rent adjustments; performs Section 8 program briefing, and a variety of research in the handling of caseloads; researches files and case history documents, including calculating appropriate rents and reimbursing clients or collecting overpayment in Housing Assistance Payment as necessary.
- Initiates and participates in the resolution of software data discrepancies.
- Maintains continuing interactions with other Agency departments and outside public agencies; responds to inquiries from owners, agents or tenants concerning their housing issues; notifies appropriate parties of their related rights and responsibilities; assists with mediation of issues.
- Reviews rent registers and verifies compliance with reasonable rent requirements and housing program guidelines to enforce rent restriction and affordability levels; conducts Housing Quality Standard (HQS) inspections and informs property owners of required improvements.
- Answers questions and responds to complaints from clients, landlords, and the public; explains Agency policies and procedures and available courses of action; pulls case records, conducts research regarding problems or concerns, and takes follow-up corrective action as appropriate.
- Develops and maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.



- Researches, compiles, analyzes, and organizes information and data from various sources on a variety of specialized topics related to assigned areas; develops management reports and recommendations regarding improvements in procedures, control processes, and employee training programs; checks and tabulates standard mathematical or statistical data.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

An associate degree with coursework in social work, business, or public administration, and three (3) years of responsible experience in performing eligibility determination and caseload management with an assisted housing or other social services program. Bachelor's degree preferred.

Licenses and Certifications:

None.

Knowledge of:

- Agency administrative regulations, policies, and procedures governing rental assistance program.
- Eligibility, recertification, and case management practices and procedures.
- Principles, practices, and techniques in conducting investigations, documenting findings for use in administrative proceedings, and conducting administrative hearings.
- Conflict resolution and mediation skills.
- Interviewing and negotiation techniques and principles.
- Applicable Federal, State, and local laws, codes, regulations, and departmental policies, technical processes, and procedures.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles of business letter writing and record-keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff.

Ability to:

- Perform specialized and technical eligibility and case management work with accuracy, speed, and minimal supervision.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- 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.
- Understand the organization and operation of the Agency and of outside agencies as necessary to assume assigned responsibilities.
- Effectively represent the division and the Agency in administrative hearings and meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and other software applications programs.
- 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.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.




- 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.

 Housing Authority of the County of Alameda	<h1 style="margin: 0;">Administrative Analyst I/II</h1>
<h2 style="margin: 0;">HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</h2>	

Department:	Administration and/or Programs Departments
Unit:	n/a
Reports to:	Executive Director or Programs Manager
FLSA Status:	Exempt

Required Licenses:	Possession of a California Driver's License
Required Certifications:	Training certifications as required by supervisor

DEFINITION/PURPOSE:

Provides professional management assistance to the Executive Director and/or department management in the form of administrative, budgetary, grant and work-flow support to assigned Housing Authority projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy and procedural improvements; conducts needs analyses, feasibility studies and evaluations for assigned projects and programs; develops, summarizes and maintains administrative and fiscal records; acts as liaison with various community and public agencies as well as with Housing Authority staff. The Administrative Analyst I/II is a flexibly-staffed classification with the expectation that the incumbent will develop sufficient skills to eventually promote to level II. Responsibilities in this classification series can be generalist as related to Housing Authority programs and operations and/or can develop into specialized areas (i.e., housing programs, budget/finance, information technology systems and executive management support).

DISTINGUISHING FEATURES:

The Administrative Analyst I/II is a professional level management support classification and may be located in the Administration Department or Programs Departments. Administrative Analyst I is the entry level class. The position is considered a trainee level management position. Incumbents in this level are expected to undertake assignments under supervision and direction while training and gaining experience at the Housing Authority. Assignments are limited in scope and their impact on the organization and its functions are closely monitored. All findings and recommendations are subject to final review and approval as experience is acquired, assignments become more difficult and are performed more independently.

Administrative Analyst II is the experienced journey level class in this series. Incumbents work under limited supervision and are assigned tasks of greater complexity, sensitivity and latitude than that of the Administrative Analyst I.

SUPERVISION RECEIVED AND EXERCISED:

Administrative Analyst I receives direct supervision from either the Executive Director or a department manager. Administrative Analyst II receives general direction from executive management and/or department managers but allows for more autonomy than the Administrative Analyst I.

There are no direct supervisory responsibilities in the Administrative I/II classification series.

Established: 7/13/94; revised: 6/9/21



Administrative Analyst I/II

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

ESSENTIAL AND MARGINAL JOB FUNCTIONS:

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

Essential Functions:

1. Participates in planning and organizing the development and administration of departmental budgets and expenditures and various projects.
2. Coordinates and performs professional-level administrative and programmatic work in such areas as new procedures and forms, work-flow process analysis, software program application, database management, housing program compliance with regulatory requirements and/or other management analyses. Perform technical and responsible research, analysis and evaluation in such areas as housing program development and operations, funding sources, policy and operational procedures, development and management systems.
3. Recommend, develop and assist in implementing improved operations and procedures and quality control systems.
4. Monitor, submit and analyze agency data in HUD reporting systems including PIC and EIV.
5. Develop organizational policies and plans.
6. Undertake special projects, both administrative and operational, for the Executive Director and, as assigned, other department managers.
7. Conduct surveys and perform research and statistical analysis as requested; prepare related reports.
8. Act as an agency representative and liaison to various federal, local public agencies, resident and community organizations.
9. Provide staff support to committees, commissions, client groups or individuals, as assigned.
10. Assist with project management of housing programs related projects with third party vendors.
11. Use a personal computer or the Housing Authority's computing system to generate reports and information.
12. Assist in the planning and participate in the development and implementation of computer systems and software, as assigned.

Established: 7/13/94; revised: 6/9/21



Administrative Analyst I/II

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

13. Develop staff training on housing program policies and procedures, including use of software systems (i.e., Tenmast and Onbase).

Marginal Functions for Both Classifications:

1. May supervise and coordinate the work of assigned staff.
2. May act as a hearing officer for program participants.
3. May backup the IT Department in operation of the agency's computer system.
4. May represent the Executive Director, or serve as the alternate on various boards, commissions, or councils, as assigned.
5. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Both classifications of Administrative Analyst I/II require the:

Knowledge of:

- Principles of public and business administration
- Principles of research and analysis including standard statistical methods and procedures
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Grant and funding request preparation and reporting procedures
- Report and public information writing techniques
- Legislation and regulations related to assisted housing programs
- Capabilities and uses of computer systems and software for analytical functions
- Strong technical knowledge of current HACA software programs (i.e., Tenmast and Onbase)

Ability to:

- Critically analyze information, identify and evaluate alternatives, project consequences and make sound 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
- Use a personal computer, related software and dedicated computer systems
- Perform a variety of administrative duties simultaneously with minimal supervision
- Establish and maintain accurate records
- Supervise, train and evaluate personnel as assigned

Established: 7/13/94; revised: 6/9/21



Administrative Analyst I/II

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

- Establish and maintain cooperative working relationships with those contacted in the course of work
- Teach and train staff

QUALIFICATIONS:

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:

1. Housing Authority (HACA) Internal Candidates:

A. Education

Possession of a Bachelor's Degree from an accredited college or university with major course work in public administration, public policy, business administration, economics or a related field; **and**

B. Work Experience

- i. Two (2) years of experience in the class of Eligibility Leadworker or Leasing Services Leadworker (or higher level position) at the Housing Authority of Alameda County
- ii. Or five (5) or more years of progressively responsible experience demonstrating a solid knowledge of housing programs and policies, agency software and HUD reporting systems can be substituted for the Bachelor's Degree requirement.

2. External Candidates

A. Education

Possession of a Bachelor's Degree from an accredited college or university with major course work in public administration, public policy, business administration, economics or a related field; **and**

B. Work Experience

Two (2) years of professional administrative and/management support experience.



Housing Authority of the
County of Alameda

Administrative Analyst I/II

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Desirable Qualifications

A Master's Degree in a related field may be substituted for one year of the required Housing Authority experience.


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.

	<h1 style="margin: 0;">Senior Administrative Analyst</h1>
<h2 style="margin: 0;">HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</h2>	

Department:	Administration and/or Programs Departments
Unit:	n/a
Reports to:	Executive Director
FLSA Status:	Exempt

Required Licenses:	Possession of a California Driver's License
Required Certifications:	Training certifications as required by supervisor

DEFINITION/PURPOSE:

To provide professional management assistance to the Executive Director and senior management by planning, coordinating and directing administrative studies, programs and special projects as assigned; to conduct analyses of agency programs, policies and procedures as assigned; and to provide highly responsible administrative staff assistance to the Executive Director.

DISTINGUISHING FEATURES:

This single incumbent management classification is located in the Administration Department and is distinguished from other positions at the Housing Authority in that it is principally involved in study and analysis of administrative programs, policies and procedures relating to the administration and operations of the Authority. The Senior Administrative Analyst classification is a journey-level class and incumbents are expected to perform complex analytical assignments, having significant impact on operations and policies, independently with limited supervision.

SUPERVISION RECEIVED AND EXERCISED:

The Senior Administrative Analyst classification receives administrative direction from the Executive Director. There are no supervisory responsibilities associated with this classification.

ESSENTIAL AND MARGINAL JOB FUNCTIONS:

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

Essential Functions:

1. Plan, organize and coordinate various projects, programs and services involving diverse administrative operations; may administer or manage specific projects, programs and/or services.
2. Perform technical and responsible research, analysis and evaluation in such areas as housing program development and operations, funding sources, policy and operational procedures, development and management systems.
3. Recommend, develop and assist in implementing improved operations and procedures.

Established: 7/13/04; revised: 6/9/21



Housing Authority of the
County of Alameda

Senior Administrative Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

4. Develop organizational policies and plans.
5. Undertake special projects, both administrative and operational, for the Executive Director and, as assigned, other managers.
6. Prepare grant applications, including data and materials supporting proposals, and handle the details of grant administration including reporting requirements for contracts with federal, state and local agencies.
7. Conduct surveys and perform research and statistical analysis as requested; prepare related reports.
8. Confer with management staff and staff of other agencies, consultants and citizens explaining Housing Authority policies and procedures; make written and oral presentations.
9. Act as an agency representative and liaison to various federal, local public agencies, resident and community organizations.
10. Prepare annual reports, brochures and newsletters.
11. Provide staff support to committees, commissions, client groups or individuals, as assigned.
12. Review work of staff analysts, and program staff.
13. Use a personal computer or the Authority's computing system to generate reports and information.
14. Evaluate and comment on state and federal regulations and evaluate policy and procedures for various service areas, as assigned.
15. Assist in the planning and participate in the development and implementation of computer systems and software, as assigned.
16. Serve as the Authority's Section 504 coordinator. Investigate complaints and assure compliance with appropriate regulations concerning programmatic requirements.
17. Provide and coordinate staff training and work with staff to correct deficiencies.
18. Undertake and/or assist in sensitive interactions with clients, the general public or representatives of other agencies.



Housing Authority of the
County of Alameda

Senior Administrative Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Marginal Functions for Both Classifications:

1. May assist in the development of the Housing Authority's budget and its administration.
2. May supervise and coordinate the work of assigned staff.
3. May act as a hearing officer for program participants.
4. May backup the IT Department in operation of the agency's computer system.
5. May represent the Executive Director, or serve as the alternate on various boards, commissions, or councils, as assigned.
6. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Both classifications of Administrative Analyst and Senior Administrative Analyst require the:

Knowledge of:

- Principles of public and business administration
- Principles of research and analysis including standard statistical methods and procedures
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Grant and funding request preparation and reporting procedures
- Report and public information writing techniques
- Legislation and regulations related to assisted housing programs
- Capabilities and uses of computer systems and software for analytical activities

Ability to:

- Analyze information, identify and evaluate alternatives, project consequences and make sound 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
- Use a personal computer, related software and dedicated computer systems
- Perform a variety of administrative duties simultaneously with minimal supervision
- Establish and maintain accurate records
- Supervise, train and evaluate personnel as assigned
- Establish and maintain cooperative working relationships with those contacted in the course of work

Established: 7/13/94; revised: 6/9/21



Housing Authority of the
County of Alameda

Senior Administrative Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

QUALIFICATIONS:

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:

1. Housing Authority (HACA) Internal Candidates:

A. Education

Possession of a Bachelor's Degree from an accredited college or university with major course work in public administration, public policy, business administration, economics or a related field; **and**

B. Work Experience

Three (3) years of experience in the class of Administrative Analyst II within the Housing Authority of the County of Alameda.

2. External Candidates

A. Education

Possession of a Bachelor's Degree from an accredited college or university with major course work in public administration, public policy, business administration, economics or a related field; **and**

B. Work Experience

Four (4) years of professional administrative and/management experience.

Desirable Qualifications

A Master's Degree in a related field may be substituted for one year of the required Housing Authority experience.

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.



Senior Administrative Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

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.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HACA'S RESPONSE TO EMPLOYEE APPEAL

December 3, 2021



Housing Authority of the
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

Date: December 3, 2021

To: Personnel Committee

From: Kurt Wiest, Executive Director

Subject: Housing Authority Response to Reclassification Appeal of Linda Morgan-Lyles

The Housing Authority of Alameda County (“Housing Authority”) respectfully submits the following response to Linda Morgan-Lyles’s reclassification appeal.

1. Background

Ms. Morgan-Lyles is currently classified as a Leasing Services Leadworker in the Housing Authority’s Programs Department and reports to the Programs Manager. She has been in this position for approximately the past 6.5 years.

The current classification specification (job description) for Leasing Services Leadworker is broadly written with the intent of describing general Leadworker duties in support of Housing Authority operations. Specifically, the key responsibilities of the classification are as follows:

Assigns and reviews work of Housing Specialists and Housing Operations Trainees; trains and assists in the selection and evaluations of employees.

Assists management in evaluating current policies and procedures; recommends improvement in policies and procedures; assists in other management decisions and functions; analyzes and effectuates special projects.

Assists Housing Specialists with the more complex and unusual situations, provides technical guidance; interprets regulations; prepares correspondence of a sensitive nature.

When required, performs duties related to the Housing Specialist classification including: inspecting units to determine compliance with Federal Standards; negotiation of contracts; redetermination of tenant eligibility.

The Housing Authority largely agrees with how Ms. Morgan-Lyles describes her position with respect to: (1) the purpose of the position; (2) the duties statement; (3) job-related qualifications; (4) special qualifications; (5) equipment operation requirements; (6) internal contacts; and (7) external contacts.

With respect to Ms. Morgan-Lyles's description of her duties and changes to those duties over the past year, the Housing Authority recognizes that the duties have changed somewhat due to adapting operations during the COVID-19 pandemic, however the related duties are still within the general responsibilities of a Leasing Services Leadworker. This also includes performing inspections when other inspectors are unavailable. As noted in the class description, the Leadworker may be required to perform the work of either Inspectors or Housing Specialists, as needed, as part of the general duties of the Leadworker position.

2. The Duties Required of Ms. Morgan Lyles's Primary Area of Responsibility Remain Within the Scope of the Tasks Already Described in the Leasing Services Leadworker Class Description

Reclassification is not warranted, and Ms. Morgan-Lyles's appeal should be denied because the duties required for Ms. Morgan-Lyles's primary area of responsibility are indistinguishable from the basic standard of required tasks described in the Leasing Services Leadworker job description. In general, her current duties are consistent with the key functions described in the Leasing Services Leadworker job description.

Ms. Morgan-Lyles is requesting that the classification be re-structured as a flexibly staffed classification to create two levels of Leasing Services Leadworker functions (I/II) to account for "the journey level employee in the position to be classified at a higher level based on years of experience, knowledge, and expertise." However, it is important to note that, although the description does not explicitly state it is a "journey level" position in the same manner that more recently drafted/updated descriptions do, the Leasing Services Leadworker classification specification is, in fact, already a journey level position requiring an advanced level of skill, knowledge and abilities.

Furthermore, there is no need or justification for distinguishing levels of responsibility within the Leasing Services Leadworker by making it a flexibly staffed classification. The compensation step schedule (applicable to all classifications) already accounts for the varying levels of "experience, knowledge, and expertise" that employees may have when starting a new position in a specific classification and distinguishes the progression of skill and expertise within a classification. Regardless of the level of experience that a specific employee may have when he or she assumes the position of Leasing Services Leadworker, the employee is still fully responsible for performing all the duties/functions of the classification after the orientation period. A new Leasing Services Leadworker at Step 1 or 2 has the same responsibilities as a Leasing Services Leadworker at Step 5.

Ms. Morgan-Lyles also has not provided any evidence of duties that are being performed which are distinguishable from the Leasing Services Leadworker classification specification as written. She suggests that a higher-level Leasing Services Leadworker classification should be created to account for an incumbent's years of service in the classification and the higher level of experience based on those years of experience. As a general rule, however, reclassification studies do not factor or consider longevity, workload, performance, the appropriateness of salary increases or retention issues. The reclassification analysis is instead based on comparing the function and duties currently being performed to the job classification specification standard. Here, there are no distinguishable duties in the primary areas of responsibility that are currently being performed as compared to the classification specification for Leasing Services Leadworker.

3. There Has Been No Accretion of Duties to Support Reclassification

Reclassification is also not warranted because there has not been an accretion of duties to support reclassification to a higher level. When new and higher-level duties are permanently added to a position and the additional duties constitute a meaningful or substantial portion of the employee's overall workload, it may be appropriate to analyze and possibly reclassify a position to reflect an actual accretion of those duties. Here, there is no evidence of accretion of duties.

Ms. Morgan-Lyles has indicated that the following duties have been added to her job in approximately the last year:

- Create and track spreadsheets and follow-up on HQS related issues: Including tracking of initial inspections of occupied units, special inspections, re-inspections, reasonable accommodations (medical equipment), and tenant provided appliances for HQS compliance. Additional tracking and follow up due to COVID 19 protocols. This particular type of tracking will be on-going and will continue even when physical HQS inspections resume. Started in April 2020.
- Schedule Initial and re-inspections for contracted inspector when one or more Housing Authority Inspectors are out of the office. Create manual route for contracted Inspector. Conduct emergency and initial inspections. Follow-up on required repairs and reconcile invoice from ISterling. Performed when one or both inspectors are out of the office. Scheduling started June 2020, performing emergency initial and special inspections started in 2014.
- Follow up on HAP contracts, leases and W9's that have not been returned and resolve any contract discrepancies. Started 2019.

- Work on special projects assigned by Programs Manager, and assist on evaluating new policy, procedures and work assignments and processes. Evaluating work processes and assignment changes due to COVID 19 and on-going departmental policy and procedural changes that involve Leasing and Inspections. March 2020.

While the Housing Authority acknowledges that the duties have changed somewhat due to adapting and adjusting operations during the COVID-19 pandemic, these duties are still within the general responsibilities of a Leasing Services Leadworker. For example, the job description clearly provides that the Leasing Services Leadwork may be required to perform inspections when other inspectors are unavailable, as well as other duties of the Housing Inspectors or Housing Specialists when needed. Furthermore, the job description further provides that the Leadworker assists management in evaluating and recommending improvements to policies and procedures and also analyzes and effectuates special projects.

None of the purported additional duties that Ms. Morgan-Lyles describes in her appeal fall outside of the existing duties specified in the Leasing Services Leadworker job description. For example, she cites to training she has provided to other Leadworkers as well as Housing Specialists. But the job description specifically provides that Leadworkers “train[] and assist[] in the selection and evaluations of employees.” She further states that the Leadworkers have also assumed responsibility for managing reasonable accommodations. However, managing reasonable accommodations is a normal function of program operations that a lead worker may be expected to assist with. Moreover, such duties are not core responsibilities of the position and, in any event, falls within the existing responsibility for “assist[ing] in other management decisions and functions.”

Accordingly, reclassification is not warranted, and the appeal should be denied because there has not been a sufficient accretion of duties to justify creating a new classification. While there have been changes in duties to accommodate the operational changes due to the COVID-19 pandemic, this is true for all of Housing Authority positions. Furthermore, as indicated above, the newer duties as described by Ms. Morgan-Lyles all still fall within the scope of the classification specification for Leasing Services Leadworker.

4. The Leasing Services Leadworker Job Description Remains Accurate with Respect to the Core Responsibilities of the Position

Ms. Morgan-Lyles asserts in her appeal that the Leasing Services Leadworker job description was first written “over 30 years ago and revised in 2005” and it “should not have been used as part of the assessment in this analysis because it is outdated and leaves out critical and current job duties of the position.” However, as indicated by Ms.

Morgan-Lyles's own description of her job duties, the core responsibilities and general job functions of the Leasing Services Leadworker classification have not changed.

It is also important to keep in mind that class descriptions are not meant to describe every possible duty of a position, and it is unreasonable to assume that they would. Specifically, the Housing Authority's Personnel Rules, Article 5, Classification Plan, Section 5.4(E), "Interpretation of Class Specification" provides as follows:

1. Class specifications are descriptive and explanatory and are not restrictive. Specifications are written to indicate the kinds of positions that should be allocated to the various classes. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality nor shall any specific omission necessarily mean that such factor is not included in the specification.
2. The language of the specifications is not to be construed as limiting or modifying the authority of a manager or director to direct and control the work of employees or to alter duties and responsibilities as may be necessary in the efficient conduct of Housing Authority business.

Furthermore, although the Housing Authority is in the process of updating its job descriptions, the updates do not involve changing the general duties of classifications. Accordingly, even once it updates the Leasing Services Leadworker job description, so that its formatting and content are more consistent with other, more recently updated or created job descriptions, the core duties and general job functions have not shifted in a significant way that would warrant a new classification type and will remain the same.

In conclusion, there are no distinguishable duties in the primary areas of responsibility that Ms. Morgan-Lyles is currently performing as compared to the classification specification for Leasing Services Leadworker. Nor has there been sufficient accretion of duties to justify creating a new classification level for the position of Leasing Services Leadworker. Accordingly, the Housing Authority respectfully requests that the Personnel Committee deny Ms. Morgan-Lyles's reclassification appeal.

Article 5

CLASSIFICATION PLAN

Section 5.1 **PERSONNEL COMMITTEE AUTHORITY**

The Personnel Committee has the authority to establish the classification of all positions in the Housing Authority service. The Personnel Committee has the authority to re-classify, allocate and reallocate positions to other classifications.

Section 5.2 **OFFICIAL CLASSIFICATION PLAN**

A. Position Classifications

Classifications that have been adopted by the Personnel Committee as well as any amendments constitute the official classification plan for all Housing Authority positions. The classification plan shall not be deemed to be a part of these rules but shall serve as an administrative tool for recruitment, assignment of work responsibilities and other personnel transactions.

B. Maintenance and Administration of Classification Plan

1. The Classification Plan shall be kept current by review of positions, which may include the analysis of a single classification or analyses of all positions in a single class or class series, positions in an organizational unit, or positions in an occupational grouping.
2. The review of a position may be initiated by the Executive Director or their designee, the Human Resources Manager or by an employee.

C. Amending the Classification Plan

The Classification Plan shall be amended as needed. New classes may be added and existing classes may be amended, divided, combined, altered, deleted from the current Classification Plan or abolished altogether.

1. New Classifications

The creation of a new position may be requested by the Executive Director or their designee. Recommendations for new classifications are submitted to the Personnel Committee for approval and adoption. New positions shall not be filled until they are classified and allocated to the Classification Plan following Personnel Committee adoption and included in the schedule of budgeted positions adopted by the Housing Commission.

2. Position Allocation

Each position shall be allocated by the Personnel Committee to an appropriate class in the Classification Plan. The allocation of a position to a class shall derive from and be determined by the duties and responsibilities of the position without regard to the special qualifications of the incumbent.

Certain positions may be designated by the Executive Director or their designee as requiring special qualifications based upon enhanced delivery of public service through the possession of special qualifications that are either deemed as a business necessity or a bona fide occupational qualification.

Allocation of positions shall be based on the principle that positions shall be included in the same class if:

- a. They are sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used;
- b. Substantially the same requirements as to education, experience, knowledge, and ability are demanded of the incumbents;
- c. Substantially the same test of fitness may be used in selecting qualified employees; and
- d. The same schedule of compensation can be made to apply with equity.

3. Position Reallocation

Whenever it is determined that a position does not properly belong in the class to which it has been allocated, the position shall be reallocated to an appropriate class in the Classification Plan. If the plan does not contain an appropriate class, the position shall be reclassified and a new classification established and the position shall be reallocated to the new classification. In determining reallocations, the provisions of Section 4.2.C.2. shall serve as guidelines.

a. Status of Incumbents in Reallocated Positions

When a position is reallocated to another class, the status of the incumbent in such position in the new class shall be determined in accordance with the provisions contained in these rules governing classification upgrading, downgrading, transfer, or split-off.

4. Position Reclassification

When an employee requests a determination of their position classification, the Human Resources Manager shall make every attempt to complete the determination within forty-five (45) days of receiving the completed Position Description Questionnaire (PDQ) Form from the employee. When unable to

complete the determination within this time frame, the employee shall receive written notification of the status of the request.

The Human Resources Manager will review the completed PDQ Form and consult with the employee if necessary. The employee's manager shall complete the management portion of the PDQ Form and the Human Resources Manager shall consult with the employee's manager and/or the Executive Director on the determination.

The Human Resources Manager shall provide a written report of the determination regarding the employee's request for reclassification.

- a. If a reclassification is granted, the position shall be reallocated to the appropriate classification in accordance with Section 5.3 of this Article.
- b. If a reclassification is denied, the employee may appeal the determination to the Personnel Committee in accordance with Section 5.3 of this Article.

Section 5.3 **CLASSIFICATION APPEALS**

Any employee may appeal the allocation, reallocation or the denial of a request for reclassification of their position to the Personnel Committee and shall be given the opportunity to be heard by the Personnel Committee. Classification appeals to the Personnel Committee shall be made in accordance with the Article regarding Appeal of Personnel Actions in these rules.

Section 5.4 **CLASS SPECIFICATIONS**

- A. The Personnel Committee shall adopt and maintain a written specification for each classification, which shall constitute the official specifications of all Housing Authority classifications.
- B. Each class specification shall set forth a descriptive class title, a definition outlining the scope of duties and responsibilities of positions in the class, the minimum qualifications for the class, essential functions and required knowledge and abilities.
- C. Inspection and/or copies of the specifications shall be made available upon request to employees and other interested persons.
- D. No new classification will be established without a final class specification which has been approved by the Personnel Committee.
- E. Interpretation of Class Specification

1. Class specifications are descriptive and explanatory and are not restrictive. Specifications are written to indicate the kinds of positions that should be allocated to the various classes. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality nor shall any specific omission necessarily mean that such factor is not included in the specification.
2. The language of the specifications is not to be construed as limiting or modifying the authority of a manager or director to direct and control the work of employees or to alter duties and responsibilities as may be necessary in the efficient conduct of Housing Authority business.
3. In determining the class to which a position should be allocated, the specification shall be considered in its entirety. Consideration shall be given to the general duties, specific tasks, responsibilities and minimum requirements as a composite description of the kind and level of work the class is intended to embrace. In order to determine the level and proper grouping of the class within the Housing Authority's Classification Plan, its relationship to other classes also must be considered and, therefore, each class specification is to be read and interpreted keeping related specifications in mind.

F. Class Title

The text of the class specification title shall convey the primary function of the classification. The class title shall apply to all positions allocated to the class and shall be used in all personnel and administrative transactions involving such positions.

G. Minimum Qualifications

The minimum qualifications in a class specification shall constitute the minimum employment standards for the class. Candidates provisionally appointed shall meet the minimum qualifications for the class. An examination may be limited to applicants who possess qualifications above the minimum for the classification, provided the higher qualifications are approved by the Executive Director and published as the examination's minimum qualifications on the official examination announcement.

H. General Qualifications for all Classifications

General qualifications required of all candidates and employees in the Housing Authority service include but are not limited to: integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy and ability to work cooperatively with others, and shall be deemed to be a part of the personal characteristics of the minimum qualifications of each class specification and need not be specifically set forth in each classification specification. All employees are expected to maintain these general qualifications throughout the duration of their Housing Authority appointment.

Section 5.5 FLEXIBLY-STAFFED CLASSIFICATIONS

- A. Employees serving in a flexibly-staffed classification as identified in the Housing Authority's Classification Plan may be promoted to the higher classification without taking a competitive examination, provided that the employee meets the minimum qualifications for the higher classification and is performing at the higher level.
- B. Employees serving in flexibly-staffed classifications who are not promoted to the higher classification when they have satisfied the minimum time requirements shall be notified as to why the promotion is not being processed.
- C. An employee's lack of promotion pursuant to this Section is grievable only as it relates to whether the notification procedure is followed in a timely manner. Any such grievance shall be made in accordance with the Article regarding Appeal of Personnel Actions in these Rules.

ARTICLE 15

APPEAL OF PERSONNEL ACTIONS

All appeals to the Personnel Committee shall be submitted to the office of the Housing Authority's Executive Director. Upon receipt of a timely appeal, the Executive Director or their designee shall coordinate the appeal process with the Personnel Committee as specified in Section 15.4, below.

Section 15.1 BASIS FOR APPEAL

- A. Appeals to the Personnel Committee under this provision are based on personnel administrative decisions by the Executive Director or Human Resources or their designee and within the provisions over which the Personnel Committee has jurisdiction (Article 2 through Article 14 of these Personnel Rules).
- B. Where an appeal is filed by an employee or candidate regarding an action or decision of the Executive Director or Human Resources Manager that affects their application for an interview, or ability to be considered for an appointment to a position, the employee or candidate shall have the right to request that no appointment be made to the position in question until the appeal is heard and resolved by the Personnel Committee.
- C. Types of Personnel Actions Subject to Appeal.

Appeals of personnel actions can be based on the following types of administrative decisions:

1. Classification

An employee may appeal the allocation, reallocation or the denial of a request for reclassification of their position as indicated in Section 5.3 of these Personnel Rules.

2. Rejection of Application

Whenever an application is rejected from consideration for a position, the applicant may file an appeal as indicated in Section 6.4.C. of these Personnel Rules.

3. Interview Rating

Candidates who have been disqualified in the interview portion of an examination, they may appeal their rating on the basis of an alleged improper interview procedure as indicated in Section 7.5 of these Personnel Rules.

4. Automatic Resignation

Permanent employees who have been separated from Housing Authority employment as a result of the imposition of an automatic resignation may submit an appeal as indicated in Section 12.3.H of these Personnel Rules.

5. Lay-Off or Reduction-in-Force

An employee may appeal the decision for lay-off or reduction-in-force impacting their employment status only as it relates to the procedural requirements that the Executive Director must take to implement the lay-off or reduction-in-force as indicated in Section 13.5 of these Personnel Rules.

6. Discrimination and/or Harassment

An employee who has a complaint of alleged discrimination and/or harassment has the option to file an appeal to the Personnel Committee as indicated in Section 23 of these Personnel Rules in lieu of filing a complaint pursuant to the Housing Harassment, Discrimination and Retaliation Policy and Complaint Procedure.

Section 15.2 **FORM OF APPEAL**

Appeals submitted to the Personnel Committee shall be made in writing and signed by the appellant. Written appeals shall clearly state the specific facts and reasons upon which the appeal is based and the relief or remedy requested. Facts or reasons not specifically stated shall be deemed waived. If the appeal lacks the specificity or basis required to state a cause of action for appeal, the appeal will be denied.

Section 15.3 **TIME FOR FILING APPEAL**

Appeals from administrative personnel decisions shall be made within ten (10) working days following the date of the decision.

Section 15.4 **PROCESSING APPEALS**

- A. Upon receipt of an appeal, the Executive Director or their designee shall contact the Personnel Committee members, schedule a Personnel Committee meeting for the Committee to hear the appeal and notify the appellant of the date and time. The date for the Personnel Committee shall be scheduled within sixty (60) days from receipt of the appeal by the office of the Executive Director.
- B. The Housing Authority shall have the right to respond to the allegations in the appeal within thirty (30) days of receipt of the appeal by the office of the Executive Director. The appeal shall then be mailed to the Personnel Committee by the Executive Director

together with any response by the Housing Authority. A copy of the Housing Authority's response shall also be provided to the appellant or the appellant's representative.

- C. The appellant and/or their representative shall have the right to submit written arguments and documentary evidence in advance of the Personnel Committee meeting.
- D. and the appellant and/or their representative shall have the right to appear in person to present oral arguments and testimonial evidence at the Personnel Committee meeting.
- E. At the Personnel Committee meeting, the Personnel Committee may interview the appellant and/or appellant's representative and Housing Authority staff.

Section 15.5 DECISION OF PERSONNEL COMMITTEE

The Personnel Committee may, in its own discretion, decide the matter immediately and issue a decision during the meeting or defer the matter for further investigation and/or consideration and set a subsequent date for a Personnel Committee meeting for rendering its decision.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HACA PERSONNEL RULES

Article 5: Classification Plan

Article 5

CLASSIFICATION PLAN

Section 5.1 PERSONNEL COMMITTEE AUTHORITY

The Personnel Committee has the authority to establish the classification of all positions in the Housing Authority service. The Personnel Committee has the authority to re-classify, allocate and reallocate positions to other classifications.

Section 5.2 OFFICIAL CLASSIFICATION PLAN

A. Position Classifications

Classifications that have been adopted by the Personnel Committee as well as any amendments constitute the official classification plan for all Housing Authority positions. The classification plan shall not be deemed to be a part of these rules but shall serve as an administrative tool for recruitment, assignment of work responsibilities and other personnel transactions.

B. Maintenance and Administration of Classification Plan

1. The Classification Plan shall be kept current by review of positions, which may include the analysis of a single classification or analyses of all positions in a single class or class series, positions in an organizational unit, or positions in an occupational grouping.
2. The review of a position may be initiated by the Executive Director or their designee, the Human Resources Manager or by an employee.

C. Amending the Classification Plan

The Classification Plan shall be amended as needed. New classes may be added and existing classes may be amended, divided, combined, altered, deleted from the current Classification Plan or abolished altogether.

1. New Classifications

The creation of a new position may be requested by the Executive Director or their designee. Recommendations for new classifications are submitted to the Personnel Committee for approval and adoption. New positions shall not be filled until they are classified and allocated to the Classification Plan following Personnel Committee adoption and included in the schedule of budgeted positions adopted by the Housing Commission.

2. Position Allocation

Each position shall be allocated by the Personnel Committee to an appropriate class in the Classification Plan. The allocation of a position to a class shall derive from and be determined by the duties and responsibilities of the position without regard to the special qualifications of the incumbent.

Certain positions may be designated by the Executive Director or their designee as requiring special qualifications based upon enhanced delivery of public service through the possession of special qualifications that are either deemed as a business necessity or a bona fide occupational qualification.

Allocation of positions shall be based on the principle that positions shall be included in the same class if:

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Whenever it is determined that a position does not properly belong in the class to which it has been allocated, the position shall be reallocated to an appropriate class in the Classification Plan. If the plan does not contain an appropriate class, the position shall be reclassified and a new classification established and the position shall be reallocated to the new classification. In determining reallocations, the provisions of Section 4.2.C.2. shall serve as guidelines.

a. Status of Incumbents in Reallocated Positions

When a position is reallocated to another class, the status of the incumbent in such position in the new class shall be determined in accordance with the provisions contained in these rules governing classification upgrading, downgrading, transfer, or split-off.

4. Position Reclassification

When an employee requests a determination of their position classification, the Human Resources Manager shall make every attempt to complete the determination within forty-five (45) days of receiving the completed Position Description Questionnaire (PDQ) Form from the employee. When unable to

complete the determination within this time frame, the employee shall receive written notification of the status of the request.

The Human Resources Manager will review the completed PDQ Form and consult with the employee if necessary. The employee's manager shall complete the management portion of the PDQ Form and the Human Resources Manager shall consult with the employee's manager and/or the Executive Director on the determination.

The Human Resources Manager shall provide a written report of the determination regarding the employee's request for reclassification.

- a. If a reclassification is granted, the position shall be reallocated to the appropriate classification in accordance with Section 5.3 of this Article.
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The text of the class specification title shall convey the primary function of the classification. The class title shall apply to all positions allocated to the class and shall be used in all personnel and administrative transactions involving such positions.

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- A. Employees serving in a flexibly-staffed classification as identified in the Housing Authority's Classification Plan may be promoted to the higher classification without taking a competitive examination, provided that the employee meets the minimum qualifications for the higher classification and is performing at the higher level.
- B. Employees serving in flexibly-staffed classifications who are not promoted to the higher classification when they have satisfied the minimum time requirements shall be notified as to why the promotion is not being processed.
- C. An employee's lack of promotion pursuant to this Section is grievable only as it relates to whether the notification procedure is followed in a timely manner. Any such grievance shall be made in accordance with the Article regarding Appeal of Personnel Actions in these Rules.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HACA'S PERSONNEL RULES

Article 15: Appeal of Personnel Actions

ARTICLE 15

APPEAL OF PERSONNEL ACTIONS

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Section 15.1 BASIS FOR APPEAL

- A. Appeals to the Personnel Committee under this provision are based on personnel administrative decisions by the Executive Director or Human Resources or their designee and within the provisions over which the Personnel Committee has jurisdiction (Article 2 through Article 14 of these Personnel Rules).
- B. Where an appeal is filed by an employee or candidate regarding an action or decision of the Executive Director or Human Resources Manager that affects their application for an interview, or ability to be considered for an appointment to a position, the employee or candidate shall have the right to request that no appointment be made to the position in question until the appeal is heard and resolved by the Personnel Committee.
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Appeals of personnel actions can be based on the following types of administrative decisions:

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Permanent employees who have been separated from Housing Authority employment as a result of the imposition of an automatic resignation may submit an appeal as indicated in Section 12.3.H of these Personnel Rules.

5. Lay-Off or Reduction-in-Force

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Section 15.3 **TIME FOR FILING APPEAL**

Appeals from administrative personnel decisions shall be made within ten (10) working days following the date of the decision.

Section 15.4 **PROCESSING APPEALS**

- A. Upon receipt of an appeal, the Executive Director or their designee shall contact the Personnel Committee members, schedule a Personnel Committee meeting for the Committee to hear the appeal and notify the appellant of the date and time. The date for the Personnel Committee shall be scheduled within sixty (60) days from receipt of the appeal by the office of the Executive Director.
- B. The Housing Authority shall have the right to respond to the allegations in the appeal within thirty (30) days of receipt of the appeal by the office of the Executive Director. The appeal shall then be mailed to the Personnel Committee by the Executive Director

together with any response by the Housing Authority. A copy of the Housing Authority's response shall also be provided to the appellant or the appellant's representative.

- C. The appellant and/or their representative shall have the right to submit written arguments and documentary evidence in advance of the Personnel Committee meeting.
- D. and the appellant and/or their representative shall have the right to appear in person to present oral arguments and testimonial evidence at the Personnel Committee meeting.
- E. At the Personnel Committee meeting, the Personnel Committee may interview the appellant and/or appellant's representative and Housing Authority staff.

Section 15.5 DECISION OF PERSONNEL COMMITTEE

The Personnel Committee may, in its own discretion, decide the matter immediately and issue a decision during the meeting or defer the matter for further investigation and/or consideration and set a subsequent date for a Personnel Committee meeting for rendering its decision.