



**JOB ANNOUNCEMENT: 12/21/2022**

**ADMINISTRATIVE ANALYST I/II**

**Monthly Salary Range: \$6,816-\$10,122 / monthly gross + benefits**

The Housing Authority of the County of Alameda (HACA), located in Hayward, California, is currently recruiting for the Administrative Analyst I/II job classification.

**HOW TO APPLY**

**Last Day to File:**

Applications must be submitted by 11:59pm on Tuesday, January 31, 2023, unless extended.

**Application:**

NOTE: *All of the following documentation is **REQUIRED**, and the application packet **MUST** be submitted for application and applicant to receive full consideration.*

All applicants must submit an application packet consisting of:

1. Compelling cover letter explaining interest and qualifications; and
2. Resume; and
3. Completed HACA employment application; and
4. HACA supplemental questionnaire.

Applicants may submit their application packet using one of the following methods:

1. Email your application packet to: [jobs@haca.net](mailto:jobs@haca.net)
2. Mail your application packet to:  
**HACA / Attn: Human Resources**  
22941 Atherton Street  
Hayward, CA 94541

The HACA employment application and supplemental questionnaire can be downloaded from HACA's website at [www.haca.net](http://www.haca.net). If you have any questions, please call the HR department at (510) 727-8518. HACA will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please call (510) 727-8518.

Applications and other required related documents must be filed within the official period advertised for each examination. Applicants are responsible for the truth of all statements made in their applications and other related documents. False statements are grounds for rejection of an application or discharge from HACA employment in accordance with applicable HACA Personnel Rules.

HACA is an Equal Opportunity/Affirmative Action employer. Women, ethnic and racial minorities, and disabled individuals are encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex, national origin, age, disability or any other non-job-related factor.

## POSITION

The Administrative Analyst I/II classification is a management position. The Administrative Analyst I/II receives direct supervision from the Senior Administrative Analyst and may receive direction and guidance from executive management.

The person in this position provides professional management assistance in the form of administrative, budgetary, grant, and work-flow support assigned to Housing Authority projects and programs. Responsibilities in this classification series can be generalist as related to HACA programs and operations which could potentially develop into specialized areas (i.e., housing programs, budget/finance, information technology systems and executive management support).

### **Distinguishing Features:**

#### **Administrative Analyst I**

The 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 HACA. Assignments are limited in scope and their impact on the organization and its functions are closely monitored.

#### **Administrative Analyst II**

The 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.

The Administrative Analyst I/II job classification requires a professional who can provide management and administrative assistance by planning, coordinating, directing, and executing programs and special projects as assigned in an organization driven by challenge, change, and teamwork. Typical responsibilities include but are not limited to:

- Conducts administrative studies, needs analyses, feasibility studies, evaluations, and technical and research analyses in such areas as housing program development and operations, funding sources and management systems, agency programs, policies and procedures.
- Analyzes programmatic practices and makes recommendations for organizational, operational, policy, and procedural improvements.
- Gathers, studies, prepares, and maintains a variety of statistical data to fulfill reporting requirements for contracts with federal, state, and local agencies.

### **POSITION (CONTINUED)**

- Develops, summarizes, and maintains administrative and fiscal records.
- Prepares grant proposals, annual reports, the agency's Annual Plan, program administrative plans, brochures, newsletters, and content for HACA's website.
- Provides staff support to committees, commissions, and client groups including written and oral presentations, as well as acts as the agency's liaison to develop, leverage, and maintain partnerships with community organizations and other public agencies.

### **IDEAL CANDIDATE**

The ideal candidate will have solid experience, proficiency in and the ability to:

- Understand and apply general methods, principles, and practices of public administration, particularly those used in housing assistance and/or social service programs.
- Compile, critically analyze and interpret complex information, problems, conditions, situations, policies and procedures
- Prepare written memos, letters, board reports, manuals, recommendations, and other documents using a variety of software programs.
- Communicate professionally, clearly, concisely, and effectively orally and in writing.
- Establish effective working relationships with management, employees, the general public, and diverse populations.
- Perform tasks in Microsoft Office 365 suite of programs (Excel, Outlook, Teams, and Word)

### **SUCCESSFUL CANDIDATE**

The successful candidate will have the following personal attributes:

- Works in an organized and efficient manner
- Exercises appropriate judgment
- Possesses excellent interpersonal skills
- Self-motivated and proactive with the ability to adapt and adjust to changes in organizational, programmatic, or team priorities.

## REQUIREMENTS

These are entrance requirements for admission to the examination which is competitive. *Possession of the entrance requirements does not assure a place on the eligibility list.* A candidate's performance in the exam will be judged in comparison with the performance of other candidates.

### **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:

#### **HACA internal candidates only:**

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 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. 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.

#### **External Candidates:**

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

### **LICENSE**

Possession of a valid California Motor Vehicle Driver's license.

## EXAMINATION

The examination will consist of the following steps:

1. Screening of all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam;
2. Review of applications of those candidates who meet the minimum qualifications for selection of those best qualified to continue in the exam process;
3. A job-related interview (worth 90%) and a written exercise (worth 10%) of the candidate's overall score.

The examination will measure an applicant's:

#### **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
- Strong technical knowledge of computer systems and software for analytical functions

**EXAMINATION**

**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

**COMPENSATION AND BENEFITS**

Salary	The monthly salary range is \$6,816.00-\$10,122.00.
Vacation & Sick Leave	Accruals are based on a 40-hour work week schedule (full time). Sick leave accrues at the rate of one-half day per bi-weekly pay period. Management employees accrue vacation leave at a rate of 4.62 hours per pay period in the first 1-3 years of employment, with varying increases in the vacation accrual rate thereafter.
Work Week & Holidays	HACA operates on a 9/80 schedule (offices are closed every other Friday) and on a bi-weekly pay cycle. There are 13 paid holidays and 6 floating holidays.
Retirement (Reciprocity with PERS)	Both the employee and HACA contribute to the Alameda County Retirement Association (ACERA). Employees entering ACERA after 1/1/2013, enter at the Tier 4 benefit level. Tier 4 mandatory employee contributions are 9.24% of the employee's eligible salary. Mandatory employee contributions are made through payroll deduction on a pre-tax basis.
Health Insurance	HACA contributes a fixed amount toward employee medical insurance under one of several recognized programs.
Dental	HACA pays the premium for dental insurance for the employee and dependents.
Vision	HACA pays the premium for a vision plan for employee coverage; employees can pay premium for dependents.

**COMPENSATION AND BENEFITS (CONTINUED)**

Long-Term Disability Insurance	Management employees are eligible for long-term disability benefits and the insurance is fully paid by the Housing Authority, subject to the provider's eligibility requirements, age limitations and coverage exclusions.
Flexible Spending Account (FSA)	Employees may participate in an FSA for purposes of paying on a pre-tax basis for those expenses allowed pursuant to Section 125 of the Internal Revenue Code.
Credit Union	HACA employees are eligible to join a Credit Union.
Life Insurance	HACA pays the premium for a group life insurance benefit plan.
Deferred Compensation Plans	Social Security 457 Plan
Management Cafeteria Plan	Non-taxable reimbursements and taxable reimbursements are provided for qualifying expenditures each calendar year.

**BACKGROUND CHECK & PRE-EMPLOYMENT PHYSICAL**

**BACKGROUND CHECK**

An applicant's previous employment may be investigated, and references will be contacted. Results of this investigation may be cause for disqualification.

Fingerprints will also be taken for a review of any criminal history. Any record of conviction may be reviewed by the Personnel Committee or Executive Director and may result in termination of eligibility for employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration based on job relatedness.

**PRE-EMPLOYMENT PHYSICAL**

All prospective employees must pass a pre-employment medical examination before beginning employment. Offers of employment are conditional upon successful completion of this examination. HACA may disqualify any eligible on the basis of the examining physician's report.

**CONTINUE TO NEXT PAGE FOR SUPPLEMENTAL QUESTIONNAIRE**



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## ADMINISTRATIVE ANALYST I/II SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements *and* are the best qualified for the position will continue in the exam process.

### DIRECTIONS:

- It is critical that you respond to this supplemental questionnaire completely; however please limit your responses to one page for each question. Indicate your name on each page of your response.
- PLEASE BE ADVISED THAT although you may possess the minimum requirements for this exam, you are not guaranteed advancement in the selection process.
- Return your completed application and supplemental questionnaire immediately as the exam may close at any time. Applications submitted without a completed supplemental questionnaire will not be considered.

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1. Describe your experience and familiarity with spread sheets, data management software, electronic content management and using these tools in analyzing and making presentations and reports.
  2. Describe any experience in preparing grant applications or program applications for funding, including any collaboration or data analysis involved, and whether you successfully obtained funding.
  3. Describe any experience and/or knowledge you have of subsidized housing programs or other subsidy programs and how you obtained your knowledge. If you have no such experience, describe any experience and/or knowledge you have of any other program and how you obtained your knowledge.
  4. Describe what experience and skills make you uniquely qualified for this position.
  5. Please describe your experience related to federal, state or local regulations/requirements, including assessing those regulations/requirements, creating programs or policies based on those regulations/requirements, and training staff on those programs or policies.
  6. Describe a specific project in which you collected and analyzed data to inform a planning and/or policy decision and how you used that information to present your results and/or recommendations. What conclusions did you reach?