

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING

Meeting Date/Time: May 14, 2025 at 7:15 a.m.

Meeting Location: HACA Board Room, 22941 Atherton Street Hayward, CA 94541-6633

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

- Item No. 1:** Call to Order and Roll Call
- Item No. 2:** Approval of the Minutes of the February 5, 2025 Personnel Committee Special Meeting
- Item No. 3:** Election of Officers of the Personnel Committee
- Item No. 4:** Public Comment
On matters not on the agenda
- Item No. 5:** New Business
- Item No.5-1:** Authorization to Cancel the Eligibility List for the Administrative Analyst I/II Classification
- Item No.5-2:** Adoption of Class Specifications: Administrative Analyst and Senior Administrative Analyst
- Item No.6:** Adjournment

As a courtesy, and technology permitting, members of the public may continue to participate virtually by Zoom. However, HACA does not guarantee that the public's access to teleconferencing or videoconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Should Zoom not be available, or become non-functioning, or should the Personnel Committee otherwise encounter technical difficulties that make Zoom unavailable, the Personnel Committee will proceed with business in person unless otherwise prohibited by law.

In-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. In-person and remote attendees who wish to comment on a matter NOT on the Housing Commission's agenda must wait until the Chairperson calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chairperson calls for public comments on that agenda 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. The Brown Act restricts the Housing Commission from discussing and/or acting on any matters that are not on the meeting agenda. Therefore, matters not on the agenda that are raised during public comment will be referred to staff.

PERSONNEL COMMITTEE
MEETING MINUTES
February 5, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SUMMARY ACTION MINUTES

Special Meeting Date/Time: February 5, 2025 at 7:45 a.m.

Meeting Location: HACA Board Room, 22941 Atherton Street Hayward, CA 94541-6633

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

Item No. 1: Call to Order and Roll Call

Commissioner Ballew called the meeting to order at 7:49 a.m.

Commissioners present in the HACA Board Room:

Commissioner Pete Ballew

Commissioner Mark Gerry

Commissioner Yang Shao

Commissioners who were excused:

Commissioner Michael Hannon

Entered after Roll Call:

Commissioner Angela Finley

Commissioner Ballew stated that due to illness, Commissioner Finley will join the meeting remotely under the “just cause” provisions of AB2449 and that he would go over the criteria for her remote participation once she joins the Zoom.

Item No. 2: Approval of the Minutes of December 11, 2024 Personnel Committee Special Meeting

Report received with no questions or comments from the Personnel Committee.

Recommendation:

Approve the minutes December 11, 2024 Personnel Committee Special meeting.

Motion/Second:

Commissioner Shao (motion) and Commissioner Gerry(second).

Upon a roll call of votes being taken, the votes were:

Ayes: Commissioners Ballew, Gerry, and Shao.

Not present for the vote: Commissioner Finley.

Motion passed. **APPROVED AS RECOMMENDED.**

Item 3.: Public Comment

None.

Item 4.: New Business

Item No.4-1: Authorization to Cancel the Eligibility List for the Housing Specialist Classification

Mildred Otis, Human Resources Manager, presented the staff report. Ms. Otis informed the Personnel Committee that HACA recently completed the recruitment process for the Housing Specialist job classification, which resulted in an eligibility list of 5 candidates. She reported that the list was approved by HACA's Executive Director on July 31. Ms. Otis noted that candidates 1 and 5 were successfully hired while candidate 2 did not respond to a job offer and was subsequently removed from the eligibility list, and candidates 3 and 4 remain on the eligibility list. She further reported HACA has one vacancy to fill for this position and that after conducting an additional round of interviews of the remaining candidates on the list, it was determined that these candidates would not be a suitable fit for the role. Ms. Otis recommended that the Personnel Committee cancel the current eligibility list so that HACA can initiate a new recruitment for the Housing Specialist position.

Recommendation:

Cancel the existing eligibility list for the Housing Specialist classification.

Commission Discussion:

Report received with no questions or comments from the Personnel Committee.

Before acting on this matter, Commissioner Ballew announced that Commissioner Finley has joined the meeting remotely. He went over the criteria for Commissioner Finley's remote participation. Commissioner Finley confirmed that her video and audio were working and that there were no adults present in the room with her.

Motion/Second:

Commissioner Shao (motion) and Commissioner Gerry (second).

Upon a roll call of votes being taken, the votes were:

Ayes: Commissioners Ballew, Finley, Gerry, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

Item No. 5: Adjournment

There being no further business to discuss, Commissioner Ballew adjourned the meeting at 7:52 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

PERSONNEL COMMITTEE
ELECTION OF OFFICERS
May 14, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE AGENDA STATEMENT

Meeting Date: May 14, 2025

Agenda Item No.2: Election of Officers of the Personnel Committee

Exhibits Attached: None

Recommendation: Discuss potential candidates and take action to elect a Chair and Vice Chair

DISCUSSION

Former Housing Commissioner Michael Hannon previously served as the Chair of the Personnel Committee (PC) until his departure from the Housing Commission in February. The Committee currently does not have a Vice Chair.

As outlined in the PC Bylaws, the Committee must elect from its members a Chair and a Vice Chair to serve for a 1-year term. There are no limits to the number of terms a person may serve, so members may continue to serve in these roles as long as they are elected by the members of the PC.

The Chair’s responsibilities include presiding over all PC meetings, ensuring the smooth conduct of the proceedings, and fulfilling other duties typically associated with a Chair of a standing committee. The Vice-Chair supports the Chair, stepping in to assume the Chair's duties in their absence. If the Chair is unable to continue in their role, the Vice Chair will temporarily assume the position until a new Chair is elected.

Staff recommends that the PC discuss potential candidates for both positions and take action to elect a Chair and Vice Chair. The newly elected chairperson will chair the remainder of the meeting.

PERSONNEL COMMITTEE

NEW BUSINESS

May 14, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE AGENDA STATEMENT

Meeting Date: May 14, 2025

Agenda Item No.5-1: Authorization to cancel the eligibility list for the Administrative Analyst I/II classification

Exhibits Attached: Administrative Analyst I/II Eligibility List

Recommendation: Cancel the existing eligibility list for the Administrative Analyst I/II classification.

DISCUSSION

Article 8 of the HACA Personnel Rules provides essential guidelines regarding employment lists and the certification process post-recruitment. Specifically, Section 8.4 (E)(1) specifies that eligibility lists remain valid for one year, unless they are canceled or extended by the Personnel Committee.


Recently, HACA conducted a recruitment process to fill the Administrative Analyst I/II position, resulting in the formation of an eligibility list that was approved by the Executive Director on March 7, 2025. Unfortunately, Candidate #1 withdrew from the process before the second round of interviews. After conducting the second round of interviews, HACA made an offer to Candidate #2, but it was ultimately declined. HACA determined that Candidate #3 is not a suitable fit after evaluating several factors during the second interview process.

HACA still has a critical need to fill this vacant position. Therefore, HACA requests that the Personnel Committee cancel the existing eligibility list for this position. Canceling the list will enable us to initiate a new recruitment process aimed at attracting a broader range of qualified candidates for this position.

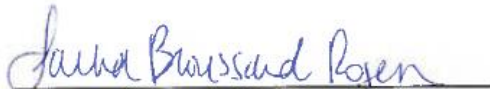
Eligibility List

3659 - Administrative Analyst I/II

The list expires on March 7, 2026

Candidate Name	Rank	Average Percentage
	1	78.03%
	2	76.44%
	3	72.84%

Approved By:



Laura Broussard Rosen
Executive Director

3.7.2025

Date Approved

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE

AGENDA STATEMENT

Meeting Date: May 14, 2025

Subject: Adoption of Class Specifications: Administrative Analyst and Senior Administrative Analyst

Exhibits Attached: Attachment A: Redline versions of the Revised Class Specifications

Recommendation: Adopt the Class Specifications for Administrative Analyst and Senior Administrative Analyst

BACKGROUND

There are currently two management classifications in the HACA Administration department responsible for analyst functions: Administrative Analyst I/II and Senior Administrative Analyst. HACA currently has three Administrative Analyst I/II positions. Two are filled by existing staff. The third position, added as part of the FY2024-2025 operating budget to address operational needs, is vacant. A recent recruitment for this newly added position was conducted but did not result in a successful hire. HACA has one Senior Administrative Analyst position, which is currently filled, however, the employee plans to retire within the next year.

DISCUSSION

Before proceeding with recruitments for these management classifications, HACA is updating the job classifications to more accurately reflect the current responsibilities of these positions.

Administrative Analyst

The current Administrative Analyst I/II classification is structured as a flexibly staffed, tiered position, with two overlapping salary ranges. However, after evaluating the functions of this position and the agency's ongoing needs, HACA has determined that the tiered structure of the Administrative Analyst I/II job classification is no longer necessary. Moreover, this tiered structure has contributed to challenges in the recruitment process.

For this position, HACA requires professional-level management support across a variety of skills and functions that exceeds entry level experience. Distinguishing between the tiers within the current position is not practical or justified. The salary range for the position is sufficient to account for the varying levels of experience, knowledge, and expertise that new employees may have when starting in this position while still allowing for growth and the progression of skill and expertise within the classification.

Staff is proposing to revise the Administrative Analyst I/II job classification to remove the tiered structure and to update the responsibilities and requirements. The proposed changes are attached for the Personnel Committee's review. Staff further recommends that the revised classification maintain the salary range currently assigned to Administrative Analyst II level. This adjustment will not result in any changes for the two current staff in this role and will be beneficial in recruiting candidates with the desired experience and skills for this position.

Senior Administrative Analyst

As part of the restructuring of the Administration Department, approved by the Personnel Committee in July 2021, the Deputy Executive Director position was created and the Senior Administrative Analyst was changed to a supervisory position. The Senior Administrative Analyst now directly supervises the Administrative Analyst I/II position, which had previously reported to the Executive Director. Given this change, the job classification for the Senior Administrative Analyst needs to be updated to accurately reflect the full scope of the current responsibilities and functions of this position.

Staff recommends the attached changes to the Senior Administrative Analyst classification to both incorporate the supervisory responsibilities and ensure overall responsibilities and requirements for this job classification adequately address the needs of the agency.

RECOMMENDATION

Staff recommends that the Personnel Committee adopt the proposed job classification specifications for the Administrative Analyst and Senior Administrative Analyst positions. Staff also recommends that the revised Administrative Analyst position maintain the salary range currently assigned to Administrative Analyst II level of the previous, tiered classification.



Administrative Analyst I/II

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Department:	Administration and/or Programs Departments	Required Licenses:	Possession of a California Driver's License
Unit:	n/a	Required Certifications:	Training certifications as required by supervisor
Reports to:	Executive Director or Programs Manager Senior Administrative Analyst		
FLSA Status:	Exempt		

DEFINITION/PURPOSE:

Provides professional management assistance ~~to the~~in the Administration Department ~~Executive Director and/or department management~~by assisting in and performing a wide range of high-level analytical, management, and technical assignments supporting HACA operations and programs.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 as assigned (i.e., housing programs, budget/finance, information technology systems and executive management support).

DISTINGUISHING FEATURES:

The Administrative Analyst is a professional level management support classification. ~~This classification and may be~~is located in the Administration Department and is responsible for performing a variety of technical assignments that require a significant depth of knowledge related to Housing Authority programs and operations and administrative functions of the Housing Authority 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 in this classification may work under limited supervision and are assigned tasks of greater complexity, sensitivity and latitude ~~than that of beyond the Administrative Analyst I~~clerical, administrative support duties.

Administrative Analyst I/II

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SUPERVISION RECEIVED AND EXERCISED:

The Administrative Analyst classification receives direct supervision from ~~either the Executive Director or a department manager~~ the Senior Administrative Analyst and may receive guidance from the Deputy Executive Director or Executive Director. ~~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 Analyst 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. As assigned, plan and Participates in planning and organizing the development and administration of departmental budgets and expenditures and various projects.~~
1. Coordinates various projects, programs, policies, procedures, and services for the agency 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.
2. As assigned, manage specific housing-related projects, programs and/or services and perform associated operational functions, including but not limited to: Project-Based Voucher program, Housing Authority waitlists, Independent Entity for other Local Housing Authorities, and program-related audits.
3. As assigned, assist in ensuring housing program operations and procedures are compliant comply with applicable regulations and requirements and perform associated related operational functions, including but not limited to fair housing, Section 504, Reasonable Accommodations, Violence Against Women Act (VAWA), and Limited English Proficiency (LEP).
- ~~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.~~
4. As assigned, Recommend, develop plan, and/or assist in and assist in the development and implementation of new or revised programs, systems, procedures, technology, and methods of operation with agency-wide impact or related housing programs.

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~~implementing improved operations and procedures and quality control systems.~~

~~3.—~~

5. Assist with management, coordination, preparation, and submission of agency reporting to HUD, ensuring compliance with all reporting requirements, including Section Eight Management Assessment Program (SEMAP), PHA Annual Plans and submissions of agency data in HUD reporting systems.

6. Assist with managing and conducting housing program data tracking, analysis and reporting, including preparing reports, documents, and presentations for internal and external use.

7. As assigned, prepare and/or coordinate responses to internal and external requests for agency information, data, and/or reports, including requests related to the California Public Records Act (PRA) and Freedom of Information Act (FOIA) or other required agency reporting. Ensuring adherence to time limits and deadlines.

8. 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.

Monitor, submit and analyze agency data in HUD reporting systems including PIC and EIV.

9. Under supervision, manage and/or 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

~~4.—Develop organizational policies and plans.~~

~~5.—Undertake special projects, both administrative and operational, for the Executive Director and, as assigned, other department managers.~~

~~6.—~~

~~7.~~10. Conduct surveys and perform research and statistical analysis as requested; prepare related reports.

11. As assigned, Act as an agency representative and liaison to various federal, local public agencies, resident and community organizations and other stakeholders for coordination and management of interagency collaborations and to provide agency-related information.

~~8.—Serve as the Housing Authority's Section 504 Coordinator, as assigned.~~

~~9.~~12. _____

Administrative Analyst I/H

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~~10.13. Provide staff assistance to the Board of Commissioners~~ Conduct analysis and assist in preparing staff reports, presentations, and supporting materials related to assigned areas of responsibilities to present to the Authority's Housing Commission, including the preparation and presentation of staff reports regarding assigned areas of responsibilities ~~Provide staff support to committees, commissions, client groups or individuals,~~ as assigned.

~~11. Assist with project management of housing programs related projects with third party vendors.~~

~~12. Use a personal computer or the Housing Authority's computing system to generate reports and information.~~

~~13.14. Collaborate and~~ Assist in the planning and participate in the development and implementation of computer systems and software, as assigned.

15. Assist with or develop, provide and/or coordinate agency-wide ~~trainings~~ training and quality control reviews of operations.

16. Assist with evaluation and submission of comments on state and federal regulations and proposed legislation and evaluate the impacts to the agency programs and operations, as assigned.

17. As assigned, address sensitive interactions with clients, the general public, and external stakeholders and provide recommended solutions.

~~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. Assists in planning of the departmental budgets and expenditures and various projects.

~~1. May supervise and coordinate the work of assigned staff.~~

~~2.—~~

~~3.2. May act~~ Serve as a hearing officer for program applicants or participants, as assigned.

~~4. May backup the IT Department in operation of the agency's computer system.~~

~~5.—~~

3. May represent the ~~Executive Director~~ agency, or serve as the alternate on various boards, commissions, or councils, as assigned.

4. Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

~~Both classifications of Administrative Analyst I/H~~ The following is required for the Administrative Analyst position require the:

Knowledge of:

- Principles of public ~~and business~~ administration
- Regulations and compliance requirements related to assisted housing programs and tenant relations activities
- 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

Ability to:

- Critically analyze information, identify and evaluate alternatives, project consequences and make sound recommendations
- Analyze and manage complex data sets
- Use independent judgement and personal initiative
- 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~~ Independently operate a personal computer using the Authority's designated operating systems and associated software including specialized and/or , ~~related software and~~ dedicated computer ~~programs-systems~~
- ~~Perform a variety~~ Manage and prioritize multiple, complex ~~of~~ administrative duties simultaneously with minimal supervision
- Establish and maintain accurate records
- ~~Supervise, train and evaluate personnel as assigned~~
- Quickly adapt to changing priorities
- Establish and maintain cooperative working relationships with those contacted in the course of work
- ~~Teach and train staff~~

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~~

- ~~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)~~Three (3)~~ years of professional administrative ~~and/or~~ and/or management working with public agencies, or other related industry, involving program and organizational analysis and administration~~support experience.~~

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 work 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.



Senior Administrative Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Department:	Administration and/or Programs Departments	Required Licenses:	Possession of a California Driver's License
Unit:	n/a	Required Certifications:	Training certifications as required by supervisor
Reports to:	Executive Director <u>or Deputy Executive Director</u>		
FLSA Status:	Exempt		

DEFINITION/PURPOSE:

To provide professional senior management assistance ~~to the Executive Director and senior management~~ in the Administration ~~ve~~ Department by planning, coordinating and directing a wide range of high-level analytical, management, and technical assignments supporting HACA operations and programs. This position provides 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 and Deputy Executive Director.

DISTINGUISHING FEATURES:

~~This single incumbent~~ The Senior Administrative Analyst ~~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 the development and analysis of administrative programs, policies and procedures relating to the administration and operations of the Authority.

~~The Senior Administrative Analyst~~ This professional level management classification is ~~a journey level class and incumbents are~~ distinguished from the Administrative Analyst by the involvement in the development of strategies aligned with agency goals and by the assignment of the most complex, difficult, and sensitive assignments. The classification requires working knowledge of management principles, and the ability to exercise independent responsibility and judgment in conducting research, analysis and project management. The Senior Administrative Analyst oversees all stages of the policy process, from research to recommendations, development, adoption, implementation, and evaluation 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 or Deputy Executive Director and provides direct supervision to the Administrative Analyst classification. ~~There are no supervisory responsibilities associated with this classification.~~

Senior Administrative Analyst

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. Develop, Pplan, organize and coordinate various projects, programs, policies, procedures, and services ~~involving diverse administrative operations; may administer or manage specific projects, programs and/or services~~for the executive leadership team and other management, as assigned.
2. Administer or manage specific housing-related projects, programs and/or services including but not limited to: Project-Based Voucher program, Housing Authority waitlists, Independent Entity for other Local Housing Authorities, and program-related audits.
3. Ensure housing program operations and procedures are compliant with applicable regulations and requirements, including but not limited to fair housing, Section 504, Reasonable Accommodations, Violence Against Women Act (VAWA), and Limited English Proficiency (LEP), and performing or assigning associated operational functions.
4. Identify, plan and manage the development and implementation of new or revised programs, systems, procedures, technology, and methods of operation with agency-wide impact or related housing programs.
5. Manage and coordinate agency reporting to HUD, ensuring compliance with all reporting requirements, including Section Eight Management Assessment Program (SEMAP), PHA Annual Plans and submissions of agency data in HUD reporting systems.
6. Manage and coordinate housing program data tracking, analysis and reporting, including preparing reports, documents, and presentations for internal and external use.
7. Manage and coordinate responses to internal and external requests for agency information, data, and/or reports, including requests related to the California Public Records Act (PRA) and Freedom of Information Act (FOIA) or other required agency reporting.
- Provide staff assistance to the Authority's Housing Commission ~~Board of Commissioners~~ including conducting research, analysis and preparing and presenting staff reports and supporting materials regarding assigned areas of responsibilities ~~-the preparation and presentation of staff reports regarding assigned areas of responsibilities.~~
- 2.8. Perform technical and ~~responsible-complex~~ research, analysis and evaluation in such areas as housing program development and operations, funding sources, policy and operational procedures, development and management systems.

Senior Administrative Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

- ~~3. Manage and/or Recommend, develop and assist in implementing improved operations and procedures.~~
- ~~4. Develop organizational policies and plans.~~
- ~~5. Undertake special projects, both administrative and operational, for the Executive Director and, as assigned, other managers.~~
- ~~6-9.~~ 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.~~10. 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.~~11. Act as an agency representative and liaison to various federal, local public agencies, resident and community ~~organizations~~organizations, and other stakeholders for coordination and management of interagency collaborations and to provide agency-related information.
- ~~10. Prepare annual reports, brochures and newsletters.~~
- ~~11.~~
- ~~12. Provide staff support to committees, commissions, client groups or individuals, as assigned.~~
- ~~13.~~
12. Manage and coordinate agency-wide trainings and quality control reviews of operations.
- ~~14. Review work of staff analysts, and program staff.~~
- ~~15. Use a personal computer or the Authority's computing system to generate reports and information.~~
- ~~16.~~13. Evaluate and comment on state and federal regulations and proposed legislation and evaluate ~~policy and procedures for various service areas~~the impacts to agency programs and operations, as assigned.
- ~~17.~~14. ~~Assist in the planning~~Plan and participate in the development and implementation of computer systems and software, as assigned.
15. Supervise and direct the work activities of assigned staff; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in department workflow, procedures, and use of equipment and forms.
16. Participate in selecting, training, motivating, and evaluating assigned staff; provide or coordinate staff training; work with employees to correct deficiencies.

Senior Administrative Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

~~18. Serve as the Authority's Section 504 coordinator. Investigate complaints and assure compliance with appropriate regulations concerning programmatic requirements.~~

~~19. Provide and coordinate staff training and work with staff to correct deficiencies.~~

~~20.17. Undertake and/or assist in Address sensitive interactions with clients, the general public, and external stakeholders and provide recommended solutions or representatives of other agencies.~~

~~18. May assist~~ Participate in the development of the Housing Authority's budget and its administration.

Marginal Functions for Both Classifications:

~~1. Serve as the Authority's Section 504 coordinator. May assist in the development of the Housing Authority's budget and its administration.~~

~~1.~~

~~2. May supervise and coordinate the work of assigned staff.~~

~~2. May act~~ Serve as a hearing officer for program applicants or participants.

~~3.~~

~~4. May backup the IT Department in operation of the agency's computer system.~~

~~5.~~

~~6.3. May r~~ Represent the Executive Director or Deputy Executive Director, or serve as the alternate on various boards, commissions, or councils, or external meetings, as assigned.

~~7.4.~~ Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

~~Both classifications of Administrative Analyst and Senior Administrative Analyst require the~~ The following is required for the Senior Administrative Analyst position:

Knowledge of:

- Principles of public and business administration
- Regulations and compliance requirements related to assisted housing programs and tenant relations activities
- 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

Senior Administrative Analyst

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- 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~~ Analyze and manage complex datasets

Ability to:

~~Perform the full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative~~

~~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 Manage and analyze complex data sets
- Independently operate a personal computer using the Authority's designated operating system and associated software including specialized and/or dedicated, related software and dedicated computer programs systems
- ~~Perform a variety of~~ Manage and prioritize multiple, complex administrative duties simultaneously with minimal supervision
- Quickly adapt to changing ~~priorities~~ priorities
- 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

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~~

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~~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, management, public policy, business administration, sociology, planning, economics or a related field; and

B. Work Experience

Four (4) years of full-time professional experience in management working with public agencies, or other related industry, involving program and organizational analysis and administration and two (2) years in a supervisory capacity.

~~Two (2) years of supervisory experience and Four (4) five (5) years of professional administrative and/or management experience working with public agencies, or other related industry, involving program and organizational analysis and administration.~~

Desirable Qualifications

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



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PHYSICAL DEMANDS:

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

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech 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.