

# Housing Authority of the County of Alameda

Human Resources Department



<b>Position:</b>	Administrative Analyst	<b>Classification #:</b>	3659H
<b>Salary Range:</b>	\$98,893-\$146,856/annually	<b>Location:</b>	Hayward, California
<b>Job Type:</b>	Regular Full-Time	<b>Department:</b>	Administration
<b>Opening Date:</b>	06/18/2025	<b>Closing Date:</b>	Friday, 07/18/2025 at 11:59 p.m.

## ABOUT HACA:

The Housing Authority of the County of Alameda (HACA) offers several programs funded by the U.S. Department of Housing and Urban Development (HUD) to assist low-income families, seniors, people with disabilities, and others in various parts of Alameda County. HACA's goal is to provide affordable housing, rental assistance, and associated services to individuals with low-, very low-, and extremely low-income. This includes elderly individuals and those with documented disabilities, assisting them in achieving as much independence as possible within their means.

HACA is located in the city of Hayward and serves Albany, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro, Union City, and several unincorporated communities, including Castro Valley and San Lorenzo.

HACA is an independent governmental entity separate from the County of Alameda and is governed by a 12-member Housing Commission appointed by the Alameda County Board of Supervisors. The Housing Commission comprises one appointee from each city (usually city council members), one representative from the unincorporated area, and two HACA residents.

## ABOUT THE POSITION:

### DEFINITION/PURPOSE:

Provides professional management assistance in the Administration Department by assisting in and performing a wide range of high-level analytical, management, and technical assignments supporting HACA operations and programs. 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 is 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. Incumbents in this classification may work under limited supervision and are assigned tasks of greater complexity, sensitivity, and latitude beyond clerical, administrative support duties.

### SUPERVISION RECEIVED AND EXERCISED:

The Administrative Analyst classification receives direct supervision from the Senior Administrative Analyst and may receive guidance from the Deputy Executive Director or Executive Director. There are no direct supervisory responsibilities in the Administrative 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 coordinate various projects, programs, policies, procedures, and services for the agency.
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 comply with applicable regulations and requirements and perform related operational functions, including but not limited to fair housing, Section 504, Reasonable Accommodations, Violence Against Women Act (VAWA), and Limited English Proficiency (LEP).
4. As assigned, recommend, plan, and/or 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.
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.
9. Under supervision, manage and/or prepare grant applications, including data and materials supporting proposals, and manage the details of grant administration including reporting requirements for contracts with federal, state and local agencies.
10. Conduct surveys, 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.
12. Serve as the Housing Authority's Section 504 Coordinator, as assigned.
13. 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, assigned.
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 training and quality control reviews of operations.
16. As assigned, assist with evaluating and submitting comments on state and federal regulations and proposed legislation and evaluate the impacts on agency programs and operations.

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

**Marginal Functions:**

1. Assists in planning the departmental budgets and expenditures and various projects.
2. Serve as a hearing officer for program applicants or participants, as assigned.
3. May represent the agency, or serve as the alternate on various boards, commissions, or councils, as assigned.
4. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

The following are required for the Administrative Analyst position:

**Knowledge of:**

- Principles of public 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.
- Independently operate a personal computer using the Authority's designated operating systems and associated software including specialized and/or dedicated computer programs
- Manage and prioritize multiple, complex administrative duties simultaneously with minimal supervision.
- Establish and maintain accurate records.
- Quickly adapt to changing priorities
- 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 knowledge and skills would be:

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/or management experience working with public agencies or other related industries, 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 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 are necessary to communicate with the general public, co-workers, agency clients, and officials contacted in the normal course of work. Regular attendance is required. Must be able to handle stressful situations.

**IDEAL CANDIDATE**

The ideal candidate will possess strong administrative management skills, as well as a solid understanding of the methods, principles, and practices of public administration, particularly those used in housing assistance and/or social service programs.

The successful candidate will demonstrate the following attributes:

- Strong critical thinking skills, with the ability to gather, analyze, and interpret complex information effectively
- Highly organized and flexible, with strong time management skills and the ability to manage multiple priorities, meet deadlines efficiently, and respond effectively to changing operational needs
- Adaptable and flexible with the ability to shift focus and respond effectively to changing priorities
- Excellent interpersonal and communication skills with the ability to communicate professionally and respectfully with management, employees, the public, and diverse populations.

**COMPENSATION and BENEFITS:**

The annual salary range for this position is **\$98,893-\$146,856**. Employees typically receive an annual COLA plus a merit increase. In addition, HACA offers an attractive benefits package including:

**RETIREMENT**

- Alameda County Employees' Retirement System (ACERA): New members participate in Tier IV with a benefit of 2.5% @ 67. Employees contribute approximately 9.30%.
- HACA employees participate in the Social Security system.
- Voluntary Deferred Compensation Plan (457 Retirement Savings Plan).

**HEALTH BENEFITS**

- Medical: Choice of plans that Kaiser or United Healthcare offers for employees and dependents. HACA pays 90% of premiums for Kaiser plans. Employees with medical coverage through another source may opt out of HACA's medical coverage and receive a stipend.
- Dental: Choice of Delta Dental (PPO) or Delta Care (HMO). HACA pays employees and dependents 100% of the premium.
- Vision: HACA pays 100% of employees' premiums. Employees pay for dependent coverage.
- Flexible spending account: Employees can elect an annual amount up to \$3,300 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- Employee Assistance Program: 100% HACA paid.

### **LEAVE BENEFITS**

- Vacation: Accrues at varying rates for full-time employees. The beginning accrual rate is 120 hours per year for the first three years, increasing with tenure. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- Holidays: 14 paid holidays per calendar year.
- HACA also provides up to 5 floating holidays per fiscal year.
- Sick Leave: Accrued at the rate of 104 hours per year.
- Kin Care Leave: Up to 60 hours of accrued sick leave per calendar year may be used to care for eligible family members.

### **FRINGE BENEFITS**

- Life Insurance: Group term life insurance with premiums paid by HACA. Employees are eligible after 6 months of employment.
- Management Flexible Benefit: Up to \$2,300 per calendar year in either taxable or non-taxable reimbursements for eligible purchases.
- 9/80 Work Schedule and Flexible Working Hours: HACA offices are closed every other Friday. To work 80 hours in each pay period, management employees are scheduled for 8.9 hours daily. Management employees have some ability to flexibly schedule their 8.9 hours/80 Work Week.

## **BACKGROUND CHECK & AND PRE-EMPLOYMENT PHYSICAL:**

### **Background Check:**

As part of the application process, we may investigate an applicant's employment history and contact their references. If the results of this investigation raise concerns, it may lead to disqualification from consideration for the position. Additionally, we will also take fingerprints for a criminal history review. A past conviction will be carefully considered on a case-by-case basis, considering its relevance to the job in question. While a conviction may result in the termination of eligibility for employment, it will not necessarily disqualify an applicant from consideration. Ultimately, the Personnel Committee or Executive Director will make the final decision.

### **Pre-Employment Physical:**

All newly hired individuals must undergo a pre-employment medical examination, and employment offers are contingent on successfully passing the examination. HACA retains the right to disqualify candidates based on the examination physician's report.

## **HOW TO APPLY & TENTATIVE SELECTION PLAN:**

### **How to Apply:**

1. Application materials are available on the HACA website at <https://www.haca.net/employment/job-listings/>
2. Applications must be submitted by **11:59 p.m. on Friday, July 18<sup>th</sup>, 2025**, unless extended.

**Application:**

All the following documentation is **REQUIRED**, and the application packet **MUST** be submitted for the 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: (Postmark ***MUST*** before ***11:59 p.m. on Friday, July 18<sup>th</sup> 2025***)

**HACA / Attn: Mildred Otis, Human Resources Manager**

22941 Atherton Street

Hayward, CA 94541

**Tentative Selection Plan:**

Applicants will be informed via email with reasonable notice in advance of any examination process requiring their attendance. The following dates are tentative and subject to change based on the needs of HACA:

Job Posting:	Wednesday, June 18, 2025
Deadline for Filing:	11:59 p.m. on Friday, July 18 <sup>th</sup> , 2025
Review for Minimum Qualifications:	Week of July 21 <sup>st</sup> , 2025
Panel Interview:	Week of August 4 <sup>th</sup> , 2025
Second Interviews (In Person)	Week of August 25 <sup>th</sup> , 2025
Selection and Offer:	Week of September 1 <sup>st</sup> , 2025
Anticipated Start Date:	Monday, September 29 <sup>th</sup> , 2025

**WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN**

HACA's Human Resource Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) HACA's Reasonable Accommodation Policy and applicable statutes.

To request accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the Human Resources Representative listed on the job announcement before the last filing date. HACA requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA, and applicable statutes.

**EQUAL EMPLOYMENT OPPORTUNITY:**

HACA has a diverse workforce that is representative of the communities we serve and is proud to be an equal-opportunity employer. All aspects of employment are based on merit, competence, performance, and business need. HACA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. HACA celebrates diversity and is committed to creating an inclusive and welcoming workplace environment.

## **EXAMINATION:**

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.

The examination will consist of the following steps:

1. Screening all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam.
2. Review the applications of candidates who meet the minimum qualifications to select those best qualified to continue in the exam process.
3. A job-related in-person interview and an in-person written exercise.

The examination aims to assess the applicant's proficiency and expertise in various areas relevant to the position. These may include but are not limited to their knowledge of administrative procedures, record-keeping, data entry, communication, customer service, and computer applications such as Microsoft Office. Additionally, the examination will evaluate the applicant's ability to perform tasks and duties such as filing, organizing documents, scheduling appointments, and responding to inquiries. The examination results will help determine the applicant's suitability and readiness for this role.

**THE SUPPLEMENTAL QUESTIONNAIRE FOLLOWS ON THE NEXT PAGE**



## **SUPPLEMENTAL QUESTIONNAIRE:**

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 email the HR department at [jobs@haca.net](mailto:jobs@haca.net). HACA will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please email the HR department at [jobs@haca.net](mailto:jobs@haca.net).

### **ADMINISTRATIVE ANALYST SUPPLEMENTAL QUESTIONNAIRE**

The purpose of this questionnaire is to provide candidates with 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.
  - Please return your completed application and supplemental questionnaire immediately, as the exam may be closed at any time. Applications submitted without a complete supplemental questionnaire will not be considered.
1. Describe your experience and familiarity with spreadsheets, 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. 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.
  5. 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?