

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
PERSONNEL COMMITTEE SPECIAL MEETING**

Special Meeting Date: October 14, 2026

Time: 7:15 a.m.

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

MEETING AGENDA

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| Item No. 1.: | Call to Order and Roll Call |
| Item No. 2.: | Approval of the Minutes of the Personnel Committee Special Meeting of July 22, 2026 (Action) |
| Item No. 3.: | Public Comment
On matters not on the agenda |
| Item No. 4.: | New Business |
| Item No.4-1.: | Adopt Job Classification Specifications: Compliance Analyst (Action) |
| Item No.4-2.: | Authorization to Cancel the Eligibility List for the Senior Administrative Analyst Classification (Action) |
| Item No.5.: | Adjournment |

(SEE GUIDELINES FOR PARTICIPATION ON NEXT PAGE)

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING

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GUIDELINES FOR PARTICIPATION

The Housing Commission's Personnel Committee (PC) meetings are held in person and open to the public. All reports and supporting material for the meeting are available on the internet at <https://www.haca.net/housing-commission/> and in the Office of the Secretary at 22941 Atherton Street in Hayward. Members of the public may also participate virtually by Zoom. The Housing Commission does not guarantee that the public's Zoom access will be free from interruption or technical difficulties. Should Zoom not be available, the PC Chairperson may, at his/her discretion, continue the meeting in person if no Housing Commissioner is participating in the meeting through teleconference. If a Housing Commissioner is participating in the meeting through teleconference, and Zoom access is interrupted, then the PC shall take no further action in open session until Zoom access is restored.

In-person attendees who wish to speak on a matter are invited to request a speaker slip from the Housing Commission Secretary, fill it out, and return it to the Secretary as soon as possible. Remote attendees who wish to address the PC on Zoom should click on "raise hand" when the item they wish to speak on is called. The Secretary will activate and unmute speakers in turn. Written comments may be submitted at least 24 hours in advance of the meeting to melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. All attendees who wish to comment on a matter NOT on the PC's agenda must wait until the Chairperson calls the Public Comment item. Comments on specific agenda items will take place when the Chairperson calls for public comments on that agenda item. There is a time limit of three minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers.

Persons requesting accommodation for a disability should contact melissat@haca.net at least 24 hours prior to the meeting.

PERSONNEL COMMITTEE
MEETING MINUTES
July 22, 2026

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SUMMARY ACTION MINUTES

Special Meeting Date/Time: July 22, 2026, at 7:00 a.m.

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

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

MEETING AGENDA

Item No. 1: Call to Order and Roll Call

Call to Order

Chairperson Ballew called the Personnel Committee Special meeting of July 22, 2026 to order at 7:00 a.m.

Roll Call

Commissioners Present:

Commissioner Pete Ballew (Chairperson)

Commissioner Scott Sakakihara (Vice Chairperson)

Commissioners Excused:

Commissioner Angela Finley

Commissioner Mark Gerry

Chairperson Ballew announced that the Personnel Committee will consider the items under New Business out of agenda order, starting with Agenda Item 4-2 followed by Agenda Item 4-1.

Item No. 2: Approval of the Minutes of the Personnel Committee Special Meeting of June 10, 2026

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

Recommendation:

Approve the minutes of the Personnel Committee Special Meeting of June 10, 2026 as presented.

Motion/Second:

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

Ayes: All.

Motion passed. **APPROVED AS RECOMMENDED.**

Item No. 3: Public Comment - *On matters not on the agenda.*

None.

Item No.4: New Business

Item No.4-2: Closed Session

Pursuant to Government Code §54957

Appointment, Employment, Evaluation of Performance, Discipline, or Dismissal of Public Employee

The Personnel Committee entered into a closed session at 7:02 a.m. and returned to open session at 7:05 a.m. Chairperson Ballew reported that there were no reportable actions taken in the closed session.

Item No.4-1: Authorization to Cancel the Eligibility List for the Account Specialist Classification (Action)

Laura Broussard Rosen, Executive Director, presented the staff report. Ms. Broussard Rosen reported that HACA conducted a recruitment for the Account Specialist position in December 2025, resulting in an eligibility list that she approved on February 3, 2026. She further reported that candidate #2 on the eligibility list was hired in March 2026 and following that hire, the position became vacant again.

Ms. Broussard Rosen explained that of the 2 remaining candidates on the eligibility list, candidate #1 declined a previous offer and that following an assessment of candidate #4, HACA determined that they did not adequately meet the specific needs of this role.

Ms. Broussard Rosen recommended that the Personnel Committee authorize the cancellation of the current eligibility list for the Account Specialist position to allow HACA to conduct new recruitment for this position.

Recommendation:

Authorize the cancellation of the current eligibility list for the Account Specialist classification.

Commission Discussion:

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

Motion/Second:

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

Ayes: All

Motion passed. **APPROVED AS RECOMMENDED.**

Item No.4-3: Closed Session

Pursuant to Government Code §54957

Public Employee Performance Evaluation: Executive Director

The Personnel Committee entered into a closed session at 7:09 a.m.

Item No.5: Return to Open Session

The Personnel Committee returned to open session at 7:57 a.m. Chairperson Ballew reported that no reportable actions were taken in the closed session.

Item No.6:

There being no further business to discuss, Chairperson Ballew adjourned the meeting at 7:58 a.m.

Respectfully submitted,

Melissa Taesali

Executive Assistant/Housing Commission Clerk

NEW BUSINESS
October 14, 2026

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE

AGENDA STATEMENT

Meeting Date: October 14, 2026

Agenda Item No.4-1: Adopt Job Classification Specifications: Compliance Analyst (Action)

Exhibits Attached: Compliance Analyst Job Classification Specifications

Recommendation: Adopt the classification specifications for Compliance Analyst

BACKGROUND

HACA regularly reviews and evaluates the structure and staffing capacity of the agency to ensure that roles align with operational needs. As discussed at the Housing Commission's June meeting, HACA identified a need for increased staff capacity to ensure program compliance for participants, landlords, and agency operations and proposed a new position in the operating budget for the July 1, 2026- June 30, 2027 fiscal year (FY2026-2027). The Housing Commission approved the FY26-27 operating budget at the June meeting, which includes a new Compliance Analyst management position to address this need.

DISCUSSION

The Compliance Analyst will be an addition to the Administration Department's current team of analysts and will provide dedicated support for program compliance and program integrity functions related to HACA's housing programs. The Compliance Analyst will review allegations of program abuse and/or fraud from internal and external sources and will plan, coordinate, and conduct investigations. The Compliance Analyst will also establish, track, and administer repayment agreements to recover monies owed back to HACA as a result of program violations, errors, or other issues that require repayment. The added position of Compliance Analyst will provide dedicated resources to identify and resolve program integrity issues in a timely manner and to ensure compliance in HACA's housing programs.

The proposed Compliance Analyst job classification specifications is attached for the Personnel Committee's review and approval.

RECOMMENDATION

Staff recommends that the Personnel Committee adopt the proposed job classification specifications for the Compliance Analyst position. The salary range for the position was established by the Housing Commission as part of its approval of the FY26-27 operating budget. Upon approval of the Compliance Analyst job classification specifications, staff will begin planning for the recruitment and hiring of the Compliance Analyst.

	Compliance Analyst
	Housing Authority of the County of Alameda

Department:	Administration Department
Unit:	n/a
Reports to:	Senior Administrative Analyst
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 in the Administration Department by assisting in and performing a wide range of analytical, management, and technical assignments related to ensuring program compliance, program integrity, and adherence to applicable regulatory and administrative requirements for Housing Authority programs and operations.

DISTINGUISHING FEATURES:

The Compliance Analyst is a professional level management support classification in the Administration Department. This classification is responsible for complex, highly responsible, and specialized assignments that require significant depth of knowledge of program policies, procedures, and regulations. Incumbents in this classification may work under limited supervision and are assigned tasks of greater complexity, sensitivity, and latitude beyond clerical, administrative support duties. The Compliance Analyst classification is distinguished from the Administrative Analyst classification based on the responsibility for specialized assignments related directly to housing program compliance.

SUPERVISION RECEIVED AND EXERCISED:

The Compliance Analyst classification receives direct supervision from the Senior Administrative Analyst and may receive guidance from the Executive Director, Deputy Executive Director, and other designated managers. There are no direct supervisory responsibilities in the Compliance 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. Receive and process information regarding potential misrepresentation or program integrity issues from various internal and external sources, including staff, the agency fraud hotline, governmental representatives, other agencies, and members of the public.
2. Review program abuse and fraud allegations; evaluate and assess relevant information to determine whether matter warrants further review and/or investigation.
3. Plan, coordinate, and conduct investigations; gather, review, and analyze relevant information to determine whether violations of program regulations, policies, or requirements have occurred; conduct case conferences and interviews with relevant parties.



Compliance Analyst

Housing Authority of the County of Alameda

4. Advise staff on the interpretation and application of program regulations, policies, and procedures, to the facts and circumstances of cases under review, and on the uses of investigative sources, procedures, and practices as needed to resolve case issues.
5. Prepare and make recommendations regarding appropriate actions for the resolution of cases.
6. Calculate and document program overpayments to participants and/or landlords; establish, administer, and track formal repayment agreements to recover amounts owed as a result of program violations, errors, or other circumstances requiring repayment; implement other required fraud recovery actions.
7. As applicable, prepare and issue notices of termination in accordance with relevant program regulations, policies, and established procedures.
8. Plan, coordinate, and facilitate appeals of program termination decisions, including scheduling informal hearings, preparing relevant case documentation and supporting materials, representing the Housing Authority in informal hearings and other appeals proceedings, and following up on necessary actions based on informal hearing decisions and other appeal outcomes.
9. Ensure that all case and file documentation procedures are fully and completely followed; maintain and document files regarding all actions taken; prepare statistical and technical reports as required.
10. Respond to and/or mediate escalated client and/or landlord questions, concerns, complaints, and issues; explain program requirements, operations, and procedures.
11. As assigned, assist in ensuring housing program operations and procedures comply with applicable regulations and requirements; interpret and apply program regulations and requirements and assist in updating or creating procedures as necessary for compliance.
12. As assigned, assist with, develop, and/or conduct agency-wide training and quality control reviews of operations.
13. As assigned, prepare and present staff reports, findings, recommendations, and supporting materials regarding program compliance matters.

Marginal Functions:

1. As assigned, plan and coordinate various projects, programs, policies, procedures, and services for the agency.

	Compliance Analyst
	Housing Authority of the County of Alameda

2. As assigned, assist with managing and conducting housing program data tracking, analysis and reporting, including preparing reports, documents, and presentations for internal and external use.
3. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

The following are required for the Compliance Analyst position:

Knowledge of:

- Principles of public administration
- Regulations and compliance requirements related to assisted housing programs
- Interviewing skills and investigative techniques for assessing potential program violations
- Record-keeping principles and procedures
- 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.
- Report and public information writing techniques.

Ability to:

- Interpret, apply, explain, and ensure compliance with housing program regulations, policies, and procedures
- Critically analyze information, identify and evaluate alternatives, project consequences and make sound recommendations.
- Effectively communicate regarding sensitive matters and apply conflict resolution techniques in addressing disputes related to potential program violations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems and maintain accurate records.
- Prepare clear and concise reports, correspondence and other written materials.
- Make clear, concise and informative oral presentations.
- Effectively represent HACA in meetings with clients, landlords, governmental agencies, and other organizations
- Independently operate a computer using HACA's designated operating systems and associated software including specialized and/or dedicated computer programs
- Use independent judgement and personal initiative.
- Manage and prioritize multiple, complex administrative duties simultaneously with minimal supervision.
- Quickly adapt to changing priorities
- Establish and maintain cooperative working relationships with those contacted in the course of work.



Compliance 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:

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, criminal justice, sociology, or a related field; **and**

B. Work Experience

Two (2) years of professional experience in administration or management of housing programs, public assistance programs, or other related industry. Qualifying experience should include one or more of the following: monitoring program compliance, investigations of potential program violations, implementation of corrective actions, and/or similar 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, 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

PERSONNEL COMMITTEE AGENDA STATEMENT

Meeting Date: October 14, 2026

PC Agenda Item No.4-2: Authorization to Cancel the Eligibility List for the Senior Administrative Analyst Classification (Action)

Exhibits Attached: Senior Administrative Analyst Eligibility List

Recommendation: Cancel the existing eligibility list for the Senior Administrative Analyst classification.

BACKGROUND

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

Following the recent retirement of Jennifer Cado, HACA has a vacancy in the Senior Administrative Analyst classification. To fill the vacancy, HACA conducted a recruitment in August 2026 which resulted in an eligibility list approved by the Executive Director on September 28, 2026.

DISCUSSION

The Senior Administrative Analyst eligibility list consists of 3 candidates who were invited to participate in a panel interview on September 16, 2026. Following the interview process and assessment of each candidate, HACA determined that the candidates do not adequately meet the specific needs of the Senior Administrative Analyst role.

Based on the outcome of the interview process, HACA recommends that the Personnel Committee cancel the current Senior Administrative Analyst eligibility list. Cancelling the eligibility list will allow HACA to conduct a new recruitment process for a broader pool of candidates whose skills and qualifications better align with the agency's needs for the Senior Administrative Analyst position. HACA will also consider the feedback of the recruitment firm, CPS HR Consulting, to inform next steps to successfully fill this position.

ELIGIBILITY LIST

3660H – Senior Administrative Analyst

List Expires: September 28, 2027

Rankings		
Applicant Name	Rank	Percentage
	1	83.03%
	2	72.73%
	3	70.30%

Approved By:



Laura Broussard Rosen
Executive Director

Sept 28, 2026

Date Approved