

HOUSING AUTHORITY ANALYSTDEFINITION

Under general supervision, the incumbent in this classification is accountable for the operation, maintenance, and integrity of the Housing Authority database. The incumbent also performs a variety of complex and responsible work involving the Housing Rental Assistance program.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Uses specialized Housing Authority software to create, hold, release, and abate housing assistance payments, ensuring that correct and accurate payment information is prepared and transmitted to the City's finance department so that check can be printed and payments made to vendors and clients of the Housing Authority. Audits and ensures accuracy of HUD's (Housing and Urban Development) electronic data submission program, and electronically transmits data to HUD. Trains and supports users in Housing Authority software applications and provides technical assistance on new or modified requirements for Section 8 and other programs. Conducts research when data errors are discovered and processes changes. Prepares Section 8 Management Assistance Reports for HUD. Defines, specifies, and provides user requirements to software vendors. Trouble shoots existing applications and tests systems enhancements. Organizes, indexes and ensures integrity of Housing Authority database. Performs software and systems backup when necessary. Works closely with rental assistance staff to monitor project progress. Directs and participates in resolution of project-related problems. Researches, investigates and makes recommendations regarding operation policies and procedures. Assists Housing Authority Supervisor, and Housing Authority Coordinator as needed. May prepare and implement administrative procedures, process and guidelines. May publicize multi-family rehabilitation and housing rental programs through community and private meetings and various media. Perform other duties as required.

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Housing Specialist series by virtue of its specialized knowledge of the Housing Authority information systems.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of responsible administrative experience in public housing, community relations or community development with an emphasis in the operation and maintenance of housing software programs. Graduation from an accredited four-year college or university with major coursework in public or business administration, computer science, political science, sociology or related field or any combination of training and experience that provides the following knowledge skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Housing Authority software (Nan McKay) and database management; principles and practices of organization, management and administrations as applied to government-sponsored community development or redevelopment programs, preferably housing assistance programs. An understanding of federal and state legislation and grants-in-aid programs for housing rental, rehabilitation and replacement assistance is highly desirable, as is familiarity with governmental finance, budgeting, accounting, and computerized data management and reporting.

Ability to: plan, organize and coordinate separate but related programs and projects. Establish and maintain effective and cooperative relations with clientele, property owners, civic groups, and the general public. Develop comprehensive programs, reports and presentations.

SPECIAL MINIMUM REQUIREMENTS

Possession and retention of a valid California driver's license is a condition of employment.

SPECIAL WORKING CONDITIONS

The incumbent must be willing and able to work irregular hours, including evenings and weekends. During bimonthly (one day in the middle and one day at the end of the month) vendor check processing, the incumbent's working hours will be from 12 p.m.-9 p.m.

DESIRABLE CHARACTERISTICS

The successful performer combines knowledge of Housing Rental Assistance programs with technical knowledge of information systems. Analytical and detail oriented, the successful performer provides accurate information and technical assistance to Housing staff. This individual works independently with substantial discretion in decision making and provides creative solutions to project related problems

Class title established per Council Resolution No. 2000-088,
effective 11-16-01

Class specification prepared per Roger Lubin Study 08/01

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