



## HOUSING ANALYST I / II

### DEFINITION

Administers the City's affordable housing programs including homebuyer loans, project funding assistance, housing monitoring, housing portfolio, and inclusionary housing; implements the City's CDBG and Continuum of Care programs and other federal and state grants; serves as the City's representative for the Yolo County Homeless and Poverty Action and represents the City at other homeless-related meetings; serves as staff to the City's Manufactured Home Fair Practices Commission; and performs a variety of highly specialized administrative work. Working closely with Community Development Department staff on the development and implementation of the City's Housing Element and related policies.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Community Services Director or designee within a broad framework of policies and objectives. The Housing Analyst I is an entry level position and will perform the most basic and routine tasks to assist the department. The Housing Analyst II is a journey level position and will perform responsible and complex technical assignments in support of the department. Exercises discretion and independent judgment with respect to assigned duties.

### EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

### ESSENTIAL JOB FUNCTIONS

Explains, interprets and analyzes affordable housing policies and regulations for the public. Implements and interprets the local, state and federal legislation on inclusionary housing policies. Provides information to housing developers regarding compliance with regulatory agreements for residential projects. Negotiates complex agreements and policies related to affordable housing, effectively soliciting the input of developers, affordable housing advocates, and other stakeholders. Manage housing consultant contracts. Reviews proformas and financial assistance options. Evaluates requests for loans and grant financing and bond issuances for projects leading to funding recommendations. Coordinates and facilitates the development of affordable subsidized and inclusionary housing in the Spring Lake Specific Plan area, as well as infill sites throughout the City. Manages and monitors affordable housing program (all inclusionary units) for rental and for sale properties. Administers the City's Community Development Block Grant and Continuum of Care programs including funded activities. Prepares state and federal grant applications and assists in locating alternative funding sources for community development

activities and completes all related reporting. Administers projects and programs funded by the State HOME Program and other federal and state funding sources, including contract management and long-term compliance monitoring. Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

**OTHER JOB FUNCTIONS:**

Researches and analyzes technical and statistical data to implement goals, objectives and policies of the Housing Element and makes recommendations to improve program activities. Prepares and presents staff reports to a variety of audiences. Coordinates with the Finance Department in preparation and administration of the Housing Program budget and maintenance of affordable housing program portfolio. Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of municipal organization. Regulations and laws related to assigned areas of responsibility and redevelopment law. Principles and practices of inclusionary housing as it relates to housing programs. Methods of public and private financing. Budget administration practices. Research techniques, sources and availability of information and methods of report presentation.

**Ability to:**

Coordinate and administer various housing programs. Communicate clearly and concisely, orally and in writing. Establish and maintain effective working relationships with others. Plan, organize and schedule projects and responsibilities. Obtain grant funding and develop City's annual Community Development Block Grant Program.

**Minimum Education and Experience:**

**Housing Analyst I & II -**

**Education:**

Bachelor's degree from an accredited college or university with major coursework in community development, planning, public or business administration, economics or related field.

**Housing Analyst I**

**Experience:**

One year of responsible work experience in housing, community development, public administration, or a related field is preferred.

**Housing Analyst II**

**Experience:**

Two years of professional work experience in housing, community development, public administration, or a related field.

**License or Certificate:**

Required upon hire, possession of a valid California Driver's License.

**ADA COMPLIANCE**

**Physical Ability:** Positions in this class frequently require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Heavy Work:** Exerting in excess of 25 pounds of force occasionally, and in excess of 50 pounds of force rarely to move objects.

**Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people. This is an essential function of the position as incumbents regularly up to 100% of the time use their sensory skills.

**Environmental Factors:** May occasionally be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: February 15, 2022