



Housing Authority of the
County of Alameda

Administrative Analyst I



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County of Alameda

THE POSITION

The Housing Authority of the County of Alameda (HACA) is seeking a collaborative Administrative Analyst I with strong administrative and organizational skills. Under direct supervision of the Senior Administrative Analyst, this position provides professional management support in areas such as administration, budgeting, grants, and workflow coordination for Housing Authority programs. Responsibilities encompass support for general HACA programs and operations, with potential opportunities for specialization in specific areas. Additionally, the Administrative Analyst I may receive direction and guidance from executive management. This role calls for a professional who can effectively manage and support administrative functions by planning, coordinating, directing, and executing assigned programs and special projects within an organization driven by challenge, change, and teamwork.

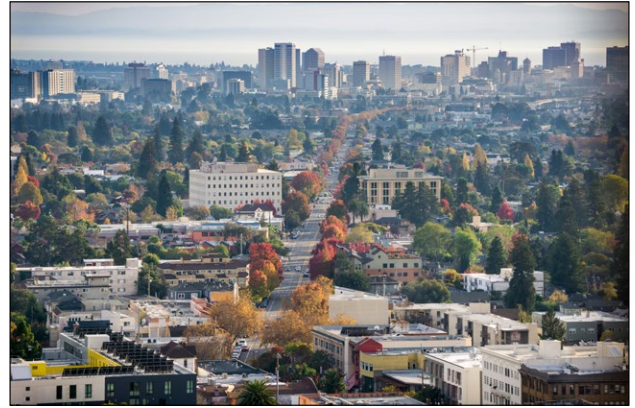
Key responsibilities include:

- » Conducts administrative studies, needs analyses, feasibility studies, evaluations, and technical and research analyses in a variety of areas including housing programs and operations, funding sources and management systems, agency programs, policies and procedures.
- » Analyzes programmatic practices and makes recommendations for organizational, operational, policy, and procedural improvements.
- » Gathers, studies, prepares, and maintains a variety of statistical data to fulfill reporting requirements for contracts with federal, state, and local agencies.
- » Develops, summarizes, and maintains administrative and fiscal records.
- » Prepares grant proposals, annual reports, the agency's Annual Plan, program administrative plans, brochures, newsletters, and content for HACA's website.
- » Provides staff support to committees, commissions, and client groups including written and oral presentations, and acts as the agency's liaison to develop, leverage, and maintain partnerships with community organizations and other public agencies.

The Administrative Analyst I position is an entry-level class, designated as a trainee-level management position. Individuals in this role perform tasks under supervision and guidance, while training, gaining experience and developing skills within HACA.

THE COMMUNITY

Alameda County sits at the geographic center of the San Francisco Bay Area, across the bay from the San Francisco peninsula, with Contra Costa County to the north and Santa Clara County to the south. With a population approaching 1.7 million, Alameda is the second largest county in the Bay Area and the seventh largest in the State. The county encompasses 14 incorporated cities and six unincorporated areas that span 738 square miles.



Alameda County occupies a large portion of the East Bay region, which has been the fastest growing in the San Francisco Bay area for more than two decades. The county is one of the most diverse regions in the entire country and East Bay has an ideal climate, a broad economic base, and a range of available housing and business opportunities.

Alameda County offers a rich array of cultural activities, including the Oakland Museum and the Oakland East Bay Symphony. The wine country of the inland Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for recreation, relaxation, and education. The University of California, Berkeley and California State University, East Bay are just two of the numerous distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible in Alameda County including the Oakland International Airport, the Bay Area Rapid Transit District (BART) system, and the San Francisco Bay ferry system. The Housing Authority's office, located in Hayward, is three blocks from a BART station.

To learn more, go to: <https://www.haca.net>



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Mission

HACA's mission is to improve the stability and quality of life for low-income families, individuals with disabilities and seniors by providing affordable housing.

■ THE HOUSING AUTHORITY

The Housing Authority of the County of Alameda (HACA) is located in the city of Hayward (HACA) 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 is comprised of one appointee from each city, one representative from the unincorporated area and two HACA residents.

HACA's contract with the U.S. Department of Housing and Urban Development (HUD) provides for over 7,000 Housing Choice Vouchers, including 395 Veterans Affairs Supportive Housing (VASH) vouchers and 289 Mainstream vouchers. Approximately 900 vouchers are project-based. HACA has an active Family Self-Sufficiency (FSS) program with 200 participants. In addition, it owns 15 non-HUD units.

HACA has created a non-profit instrumentality, PACH, which owns and manages affordable housing. PACH is managed by HACA and assumed ownership of 230 units of HACA's former Public Housing units, 72 of which are rental assistance demonstration units and 158 are included in the HCV project-based vouchers.

HACA works in partnership with Alameda County Health's Housing and Homeless Services Department to administer approximately 200 units, including Shelter Plus Care and other locally designed and funded programs.



■ CHALLENGES and PRIORITIES

The thriving Bay Area economy has driven real estate values skyward. Alameda County, with its proximity to San Francisco, has been deeply affected. High property values quickly translated to high rents, making HACA's mission to provide affordable housing more important than ever.

The Bay Area's inflated rental housing market, as well as a supply of rental housing that has not kept up with continued demand, has created an environment of scarcity for voucher participants to find appropriate housing. HACA continues to work with HUD and other Bay Area housing authorities to keep fair market rents at competitive levels. At the same time, HACA cultivates solid relationships with existing rental property owners and outreach to create new partnerships.

As with all housing authorities, HACA continues to be challenged with insufficient federal funding as a result of prorated HCV administrative fees. In addition, the need for additional HCVs is extreme but HUD funding has not kept up with demand.

■ IDEAL CANDIDATE

The ideal candidate will possess strong administrative and 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 next Administrative Analyst I will demonstrate exceptional communication skills, with the ability to collect, critically analyze, and interpret complex information. They will excel in preparing clear written materials, reports, and manuals, communicate professionally and clearly, and foster effective working relationships with management, employees, the public, and diverse populations.

The successful candidate will be highly organized, efficient, demonstrate sound judgment, and excellent interpersonal skills. Self-driven and proactive, they will be adaptable and capable of responding effectively to shifting priorities within the organization, programs, or teams.

■ EDUCATION and EXPERIENCE

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:

Completion 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**

- » **For Housing Authority (HACA) Internal Candidates:** 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.
- » **For External Candidates:** two (2) years of professional administrative and management support experience.

Five (5) or more years of progressively responsible experience demonstrating a solid knowledge of housing programs and policies, housing agency software and HUD reporting systems can be substituted for the Bachelor's Degree requirement.

License: Possession of a valid California Motor Vehicle Driver's license.



COMPENSATION and BENEFITS

The annual salary range for this position is **\$91,832 - \$136,371** dependent on experience and qualifications. 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 offered by Kaiser or United Healthcare for employees and dependents. HACA pays 90% of premiums for Kaiser plans. Employees who have medical coverage through another source may choose to opt out of HACA's medical coverage and receive a stipend.
- » Dental: Choice of Delta Dental (PPO) or Delta Care (HMO) HACA pays 100% of the premium for employee and dependents.
- » Vision: HACA pays 100% of employee's premiums. Employees pay for dependent coverage.
- » Flexible spending account: Employees can elect an annual amount up to \$3,050 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 may be used for the care of eligible family members per calendar year.

FRINGE BENEFITS

- » Life Insurance: Group term life insurance with premium 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. In order to work 80 hours in each pay period, management employees are scheduled for 8.9 hours per day. Management employees have some ability to flexibly schedule their 8.9 hours/80 Work Week.

APPLICATION and SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, a supplemental questionnaire, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **January 17, 2025**. Resumes should reflect years and months of employment, beginning/ending dates as well as the size of staff and budgets you have managed..

Please visit our website to submit your application: <https://www.cpsr.us/recruitment/2420>

Supplemental Information: A supplemental questionnaire must be completed and will be reviewed as part of the application process. The purpose of this questionnaire is to provide candidates with the opportunity to elaborate on their qualifications and experience in specific job-related areas. Applications submitted without a completed supplemental questionnaire will not be considered, and responses should be limited to one page for each question.

1. Describe your experience and familiarity with spread sheets, 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?

Background Check: An applicant's previous employment may be investigated, and references will be contacted. Results of this investigation may be cause for disqualification. Fingerprints will also be taken for a review of any criminal history. Any record of conviction may be reviewed by the Personnel Committee or Executive Director and may result in termination of eligibility for employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration based on job relatedness.

Pre-Employment Physical: All prospective employees must pass a pre-employment medical examination before beginning employment. Offers of employment are conditional upon successful completion of this examination. HACA may disqualify any eligible candidate on the basis of the examining physician's report.

For further information contact:



David Niemeyer
Executive Recruiter
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E-mail: dniemeyer@cpshr.us
Website: www.cpsr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultants, following which, the most qualified candidates will be referred for interviews with HACA. The Housing Authority of the County of Alameda anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidate.

The Housing Authority of the County of Alameda is an Equal Employment Opportunity Employer and does not discriminate based on race, ethnicity, religion, national origin, gender, sexual orientation or disability status.