



MANAGEMENT ANALYST – Housing Programs and Data and Policy

SALARY RANGE 33: \$8,983 - \$10,920 monthly

**Final Filing Date: Applications must be received by January 8, 2024
at 5:00 p.m. PST**

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the entire community, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

THE POSITION

AHA is seeking two exceptional, team-oriented candidates to work at the Management Analyst level. Management Analysts work on a wide range of analytical, management, and technical assignments supporting AHA operations and programs, and will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in the most impacted region of the nation.

One of the positions currently open is in the **Housing Programs Department** and will report to the Director of Housing Programs, and the second is in the **Data and Policy Department** and will report to the Director of Data and Policy.

The **Housing Programs Management Analyst** position will have an emphasis on data analysis, Housing Policy, procurement, and technical support, and will perform a broad array of general analytical work for the department and AHA. AHA is particularly interested in applications from candidates with knowledge of a variety of software systems, particularly Yardi and/or Laserfiche, familiarity with housing policy impacting the Housing Choice Voucher program, and experience in conducting procurement for government agencies. Project areas may include:

- Track Housing Programs Department operating budget each quarter
- Working with various management staff on researching and drafting a variety of agency policies and procedures
- Performing data collection, management, analysis, summarization, and reporting on a variety of department and agency-wide projects, including quality control, utility allowance, SEMAP, HAP, move-ins and move-outs, earned income, waitlist, expired and outstanding vouchers projects
- Conducting procurement activities for the department
- Understand and use database reporting tools

The **Data and Policy Management Analyst** position currently open is in the Data and Policy Department and will report to the Director of Data and Policy. AHA was recently designated as a MTW agency, and this position will play a key role in the development, implementation and ongoing monitoring of MTW strategies and activities, editing and assisting with policy creation and revision as well as other data analysis projects for the department or agency. Project areas may include:

- Creating and revising policies for all departments of the agency
- Collecting and analyzing data for all departments of the agency

- Preparation of MTW supplements and agency plans
- Analysis and compilation of data for U.S. Department of Housing and Urban Development (HUD) reports
- Training of staff for MTW activities
- Daily reporting and conducting quality control of MTW activities and Housing Programs Department activity
- Creation of online forms and trainings

AHA is particularly interested in applications for both positions from candidates with strong skills in:

- Microsoft Excel
- Numeric and data analytics
- Statistical knowledge, and analyzation experience, preferable

These positions require the ability to communicate and work effectively with a wide variety of internal and external partners, work on project teams, and receive work direction from multiple department staff. The Housing Authority reserves the right to use this advertisement and applicant response to fill other similar Management Analyst positions, including in other departments, for up to one year after the date of this notice. In particular the agency expects to open additional management analyst positions in the areas of **property management** and **finance/budgeting** in the next year and may choose, at its sole discretion, to use this process to complete those hires.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field, *and*
- Experience: Two (2) years of professional administrative and management support experience in public agency government.
- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche preferred.
- Top notch analytical, research and reporting, project management and problem-solving skills
- Public sector housing work experience is desirable.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 2 weeks of vacation to start; vacation increases to 3 weeks following successful completion of the probationary period; 11 holidays; and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that Management Analysts work on-site; telecommuting is not generally offered. This position requires 3-4 days per week in the office during the current health crisis.



IMPORTANT APPLICATION INFORMATION

Final Filing Date: Applications must be received by January 8, 2024 at 5:00 p.m. We reserve the right to interview candidates before the position closes.

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Responses to the supplemental questions (two pages maximum)

Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. The AHA application form is located in the Working With AHA>Current Job Openings section of the Housing Authority's website at <http://www.alamedahsg.org>. The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

**The Housing Authority of the City of Alameda is an
Equal Opportunity / ADA Employer**