



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Finance

Prepared by: Nadine Atieh Hade,
Finance Director

City Manager Approval: _____

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TOPIC: FISCAL YEAR 2020-2021 CITY-WIDE BUDGET AMENDMENTS AND FISCAL YEAR 2021-2022 UPDATE

SUBJECT: RESOLUTION ADOPTING AMENDMENTS TO THE CITY OF SAN RAFAEL BUDGET FOR FISCAL YEAR 2020-2021 FOR THE PURPOSE OF CONFIRMING AUTHORIZED APPROPRIATIONS AND TRANSFERS

RESOLUTION ADOPTING AMENDMENTS FOR FISCAL YEAR 2021-2022 FOR THE PURPOSES OF PERSONNEL CHANGES

RECOMMENDATION: Adopt resolutions as presented.

BACKGROUND: During the process of developing and recommending the fiscal year 2020-21 budget, staff provided updates on the fiscal performance of the General Fund and projections through fiscal year-end.

The fiscal year 2020-21 City-wide budget was last presented to the City Council on [June 21, 2021](#), during the budget approval process for the fiscal year 2021-22. At that point, staff shared updated projections and noted adjustments would be formally requested as part of the year-end update. Since the close of the fiscal year on June 30, 2021, staff has reviewed the revenues and expenditures in the General Fund, special revenue funds and other special purpose funds. This review has yielded adjustments that are specific to year-end and clean up in nature to special revenue funds and other special purpose funds. Aside from the adjustments recommended during the June 21, 2021 meeting, staff is recommending a few year-end adjustments to align the budget with actuals. These budget adjustments are recommended by the City's outside auditors as the approval by the City Council provides for complete budget accountability.

The purpose of these amendments is to formally authorize the expenditures and transfers required in certain funds to fulfill their respective purposes and functions through June 30, 2021.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

ANALYSIS:

General Fund

Revenues and Other Sources:

Revenues: The original FY 2020-21 budget, adopted on [June 15, 2020](#), projected \$75,483,680 in revenues. This was based on the soundest information available at the time as economists and revenue experts forecasted reductions in revenue based on the pandemic. The City worked with two revenue consulting companies (HdL and Management Partners) and other local agencies to project losses for FY 2020-21. Fortunately, federal aid (stimulus measures and extra unemployment dollars) played a significant role and revenues were not impacted as was originally projected.

In the mid-year budget review (updated budget) presented on [March 1, 2021](#), revenues were increased by \$5,500,000 for a projected balance of \$80,983,680 based on higher than anticipated sales and use tax receipts as well as the passage of Measure R and receipt of CARES Act funds.

On [June 21, 2021](#), revenues were projected to be \$83,429,224, which is \$2,445,544, or 3% above the updated budget, based on activity through April. The projected increase was in property transfer tax of approximately \$366,000, higher than anticipated Educational Revenue Augmentation Fund (ERAF) payments received from the County of \$367,970 and continuing increases in sales tax revenues estimated at approximately \$1,711,574. At that time, staff recommended waiting until closing out the year to ask the City Council to formally approve these adjustments to the budget.

As it closed out the remainder of the fiscal year, the City continued to experience a favorable increase in revenues, predominately resulting from higher than anticipated sales tax and use tax receipts. Staff recommends an increase to budgeted revenues in the amount of \$3,672,393 to account for the increase in sales and use tax received for May and June. The City's sales and use tax consultant, HdL calls the large increases in sales and use tax a "surge" in which this recent period is likely going to be the high point of a 3-year window. The City's three industry groups that have seen large increases in FY 2020-21 are autos and transportation, building and construction, and the County pool allocations. HdL believes this is due to an inflated economy and this one-time money will not continue into FY 2021-22. While staff do not disagree, it is difficult to predict what portion of the overall sales and use tax increases are one-time in nature.

Revised revenues of \$87,101,617 are 15% above the originally adopted budget.

Other sources: In the original budget, the gas tax fund was scheduled to transfer to the general fund \$1 million more than it would normally have in previous years. The purpose of this was to help offset losses. Since the City fared better than expected, staff recommends returning the excess \$1 million to the gas tax fund so it can be allocated towards capital improvement projects (CIP). Other sources (transfers in) to the general fund were transferred as a result of the review of old debt services funds that had served their purpose and were closed out.

Expenditures and Other Uses:

Expenditures: As part of the approved FY 2020-21 budget, expenses were reduced by \$6,686,000 as the City was preparing for projected revenue losses associated with the COVID-19 pandemic and acted immediately to reduce expenses. During the fiscal year, an effort by all departments was made to keep to the original budget except for one request to increase appropriations during the mid-year budget

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update for the Public Safety Center total utility and janitorial service costs in the amount of \$275,000. Staff has no other recommended increases to expenditures.

Other uses: Due to starting the year with no available fund balance and with having to endure the year with significantly reduced program activity while still utilizing staff for other activities such as disaster service workers, staff recommends an additional transfer of \$500,000 from the general fund to the Recreation fund. The Recreation fund receives an annual subsidy of approximately \$2 million each year from the general fund as approved in the original budget.

Staff recommends the transfer from the general fund to the essential facilities fund in the amount of \$1,537,629. When Measure E, the use tax of 0.75% was voted into place in November 2013, it was approved by Council that 1/3 of the tax would be transferred to the essential facilities fund at year-end to assist in construction costs and debt servicing. This year, the amount was approximately \$4.5 million but the general fund made principal and interest payments towards the debt on the facilities in the amount of \$3 million. This leaves a balance of \$1.5 million to transfer to the essential facilities fund to support capital projects.

Staff is requesting the approval of \$2,037,629 to transfers out. Proposed changes to the general fund revenues, expenditures and transfers are detailed in the table below.

Resources	
Proposed revenue changes	
Increase to revenues based on actuals	\$6,117,937
Proposed transfers in changes	
Transfer funds back to the Gas Tax Fund as losses did not materialize (206)	(1,000,000)
Transfer from inactive debt service funds (302,304,306)	171,143
Transfer from Loch Lomond Assessment District Fund to match to Engineer's report (236)	3,755
Total proposed changes to resources	\$5,292,835
Uses	
Proposed expenditure changes	\$0
Proposed transfers out changes	500,000
Transfer to Recreation fund to support operations (222)	
Measure E use tax transfer to Essential Facilities Fund (420)	1,537,629
Total proposed changes to uses	\$2,037,629
Net proposed changes (Resources less Uses)	\$3,255,206
Expenditures and Transfers out as adopted fiscal year 2020-2021	\$81,581,228
Expenditures and Transfers out as approved through June 30, 2021	\$81,856,228
Expenditures and Transfers out with proposed changes	\$83,893,857

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The net impact of all proposed changes on the general fund is \$3,255,206 of additional revenues and transfers.

Other Funds

Staff is requesting the approval of \$2,116,235 of increased resources of which \$78,606 pertains to a transfer from the paramedic tax fund to the essential facilities fund adhering to policy which states the paramedic tax fund must maintain a 10% operations reserve and the remainder is to be transferred to the essential facilities fund to support capital improvements for the paramedic program, \$500,000 pertains to the general fund subsidy to assist the recreation fund, and the remainder pertains to the \$1,537,629 use tax transfer from the general fund to the essential facilities fund.

Staff is requesting the approval of \$746,496 of decreases in uses of which the bulk is to reduce the transfer of \$1 million from the gas tax fund and into the general fund, \$171,143 is being transferred to the general fund from debt service funds where debt has been fully repaid, \$78,606 the amount transferred out of the paramedic tax fund and into the essential facilities fund, and \$3,755 is being transferred from the Loch Lomond assessment district to the general fund to match the Engineer’s report.

Staff is requesting the approval of a decrease of \$746,496 to transfers out. Proposed changes to the other funds revenues, expenditures and transfers are detailed in the table below.

Resources	
Proposed revenue changes	\$0
Proposed transfers in changes	
Paramedic tax capital transfer to the Essential Facilities Fund (420)	\$78,606
To support operations in the Recreation Fund (222)	500,000
Measure E use tax transfer to the Essential Facilities Fund (420)	1,537,629
Total proposed changes to resources	\$2,116,235
Uses	
Proposed expenditure changes	\$0
Proposed transfers out changes	
To decrease transfers from the Gas Tax Fund to the General Fund since losses did not transpire (206)	(1,000,000)
Transfer from inactive debt service funds (302,304,306)	171,143
Transfer from the Paramedic Tax Fund to the Essential Facilities Fund (210)	78,606
Transfer from the Loch Lomond Assessment District to the General Fund per Engineer’s report (236)	3,755
Total proposed changes to uses	\$(746,496)
Net proposed changes to Other Funds (Resources less Uses)	\$2,862,731

Expenditures and Transfers out as adopted fiscal year 2020-2021	\$66,169,462
Expenditures and Transfers out as approved through June 30, 2021	\$84,025,366
Expenditures and Transfers out with proposed changes	\$83,278,870

The net impact of all proposed changes on other funds is \$2,862,731 of additional revenues and transfers.

Other year-end communications:

The accounting treatment and presentation of American Rescue Plan Act (ARPA) proceeds on the financial statements is still to be determined. Staff intends to discuss treatment of the proceeds with its auditors and will report on the determination when the audited financial statements are brought forth to City Council in November/December.

As staff completes its preparation of the government wide financial statements for the year-end audit, net unassigned funds are estimated at \$6-\$7 million, with the vast majority already allocated to planned expenses in the coming year(s). Staff will not have a finalized amount until the audit is completed as there could be other revenues pertaining to FY 2020-21 that trickle in through the end of September and the auditors could have proposed adjustments based on their review. Staff is recommending that the bulk of the net unassigned funds be assigned as following:

- \$520,357 to the emergency and cash flow reserve to adhere to the City Council approved policy which requires minimum target reserve levels at 10% of general fund operating expenditures.
- \$533,374 earmarked for furlough repayments which were approved as a part of the labor negotiation process during the fiscal year but not paid out until after year-end.
- \$4.5 million earmarked in the recently approved 3-year compensation contracts with City labor unions. The net unassigned funds had been projected in earlier months and used as part of determining compensation increases to adjust employee compensation in consideration of comparable agencies.

FISCAL YEAR 2021-2022 UPDATE

General Fund

It is too early in the year to predict the status of revenues and expenses. The City is focused on achieving its [Goals and Objectives](#) established for the fiscal year and is in the process of filling vacancies essential to meeting our goals, contracting for service for capital improvement projects and other city initiatives.

Use of ARPA funds continues to be focused towards the City's policy focus areas of economic recovery, housing & homelessness, racial equity, and sustainability, climate change & disasters. Expenditures are separately tracked and accounted for to ensure detailed accounting and transparency of eligible uses. Staff has submitted its first compliance report to the Federal government and will be doing so as scheduled.

Personnel Update

The Community Development Department (CDD) is proposing to replace a fixed term position with a regular city position - a Housing Program Manager. This position would support the City Council Goals and Objectives Housing and Homelessness policy focus area, respond to housing related mandates by

the State and would be the primary staff managing the Housing Element update. The role was previously held by a Fixed Term Management Analyst and given the need for ongoing work in housing related matters, CDD is proposing to make this position a full-time permanent position. This position would be covered in part by the general plan implementation fund (50%) and in part by the general fund (50%). The total fiscal impact of this proposed change to the general fund is \$3,213 as it is being offset by eliminating the Fixed Term Management Analyst position and 50% funding from the general plan implementation fund.

FISCAL IMPACT: This action authorizes the formal appropriation of resources in the 2020-21 fiscal year to support the actual expenditure and transfer activity through June 30, 2021 as described in this report. No spending authority beyond what was spent or committed as of June 30, 2021 is created through this action.

This action also authorizes the aforementioned personnel changes for fiscal year 2021-22.

RECOMMENDATION: Staff recommends that the City Council adopt the Resolutions as presented.

ATTACHMENT:

1. Resolution approving fiscal year 2020-21 amendments with Exhibit I
2. Resolution approving fiscal year 2021-22 personnel amendments for the Unrepresented Mid-Management Group

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL ADOPTING AMENDMENTS TO THE CITY OF SAN RAFAEL BUDGET FOR FISCAL YEAR 2020-2021 FOR THE PURPOSE OF CONFIRMING AUTHORIZED APPROPRIATIONS AND TRANSFERS

WHEREAS, the City Council approved Resolution No. 14830 adopting the fiscal year 2020-2021 budget; and

WHEREAS, the City Council approved Resolution No. 14893 amending the fiscal year 2010-2021 budget, and took other actions during the year to authorize spending; and

WHEREAS, as part of the fiscal year-end closing process, staff has reviewed and analyzed actual revenues, expenditures and transfers through June 30, 2021, has identified a need for additional budget adjustments, and has submitted its analysis and recommendations in a report to the City Council; and

WHEREAS, after examination, deliberation and due consideration, the City Council has approved the same report and recommendations;

NOW, THEREFORE, BE IT RESOLVED, by the San Rafael City Council that Resolution No. 14830 for fiscal year 2020-2021 is further amended to authorize the following adjustments to resources and appropriations, which are reflected in the Consolidated Funds Schedule (Exhibit I attached hereto and incorporated herein by reference):

Fund	Amount
General Fund – 001 resources	\$ 5,292,835
General Fund – 001 appropriations	\$ 2,037,629
Essential Facilities Fund - 420	\$ 1,616,235
Recreation Fund - 222	\$ 500,000
Total Other Funds resources	\$ 2,116,235
Gas Tax Fund – 206	\$ (1,000,000)
Fin Auth (97) Rev Bonds - Debt Svs. - 302	\$ 151,695
Paramedic Fund - 210	\$ 78,606
Mariposa Debt Service Fund - 306	\$ 16,573
Loch Lomond A.D. Fund - 236	\$ 3,755
Peacock Gap Refunding Debt Svs. - 304	\$ 2,875
Total Other Funds appropriations	\$ 746,496

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on Monday, the 20th day of September 2021 by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

TABLE I
CHANGES TO GENERAL FUND REVENUES AND OTHER SOURCES

General Fund	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	75,483,680	5,500,000	80,983,680	6,117,937	87,101,617
Transfers in	3,914,620		3,914,620	(825,102)	3,089,518
FY20-21 Resources	79,398,300	5,500,000	84,898,300	5,292,835	90,191,135
FY19-20 Rollover		-	-		-
Total Resources	79,398,300	5,500,000	84,898,300	5,292,835	90,191,135

TABLE II
CHANGES TO GENERAL FUND EXPENDITURES AND OTHER USES

General Fund	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Expenditures	79,581,228	266,557	79,847,785	-	79,847,785
Transfer out	2,000,000	8,443	2,008,443	2,037,629	4,046,072
Transfer out-CIP			-	-	-
Total Appropriations	81,581,228	275,000	81,856,228	2,037,629	83,893,857

TABLE III
CHANGES TO OTHER FUND EXPENDITURES AND OTHER USES

Other Funds	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	48,332,616	-	48,332,616	-	48,332,616
Transfers in	2,305,394	38,443	2,343,837	2,116,235	4,460,072
FY20-21 Resources	50,638,010	38,443	50,676,453	2,116,235	52,792,688
FY19-20 Rollover		13,742,461	13,742,461		13,742,461
Total Resources	50,638,010	13,780,904	64,418,914	2,116,235	66,535,149
Expenditures	61,949,447	17,825,904	79,775,351	-	79,775,351
Transfer out	4,220,015	30,000	4,250,015	(746,496)	3,503,519
Total Appropriations	66,169,462	17,855,904	84,025,366	(746,496)	83,278,870
Net Results	(15,531,452)	(4,075,000)	(19,606,452)	2,862,731	(16,743,721)

TABLE IV
CITY-WIDE APPROPRIATION SUMMARY

All Funds	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
General Fund	81,581,228	275,000	81,856,228	2,037,629	83,893,857
Other Funds	66,169,462	17,855,904	84,025,366	(746,496)	83,278,870
Total Expenditures	147,750,690	18,100,904	165,851,594	1,291,133	167,142,727

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN
RAFAEL ADOPTING AMENDMENTS FOR FISCAL YEAR 2021-2022
FOR THE PURPOSES OF PERSONNEL CHANGES**

WHEREAS, the City Council approved Resolution No. 14938 adopting the fiscal year 2021-2022 budget; and

WHEREAS, the changes in available funding sources and operational needs require adjustments to some City budgets; and

WHEREAS, the Community Development Department has approved the recommended staffing changes; and

WHEREAS, after examination, deliberation and due consideration, the City Council has approved the staff report and recommendations and directs the City Manager to proceed with the implementation of these recommendations;

NOW, THEREFORE, BE IT RESOLVED, by the San Rafael City Council that Resolution No. 14938 for fiscal year 2021-2022 is amended to increase total general fund expenditures to account for the personnel actions presented in the staff report of September 20, 2021.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City on Monday, the 20th day of September 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

SAN RAFAEL UNREPRESENTED MID-MANAGEMENT

SALARY SCHEDULE

Effective September 2021

Grade	Position	A	B	C	D	E
7315	Accounting Manager	\$ 9,319	\$ 9,785	\$ 10,274	\$ 10,788	\$ 11,327
2400	Assistant Library and Recreation Director	\$ 10,600	\$ 11,130	\$ 11,686	\$ 12,271	\$ 12,884
2202	Assistant Public Works Director / City Engineer	\$ 12,029	\$ 12,631	\$ 13,262	\$ 13,925	\$ 14,621
2302	Chief Building Official	\$ 11,179	\$ 11,738	\$ 12,325	\$ 12,941	\$ 13,588
4203	Civic Design Manager	\$ 9,910	\$ 10,405	\$ 10,926	\$ 11,472	\$ 12,045
2122	Code Enforcement Supervisor	\$ 7,553	\$ 7,930	\$ 8,327	\$ 8,743	\$ 9,180
4204	Data & Infrastructure Manager	\$ 10,974	\$ 11,522	\$ 12,098	\$ 12,703	\$ 13,338
1105	Deputy City Attorney I	\$ 10,131	\$ 10,637	\$ 11,169	\$ 11,728	\$ 12,314
1109	Deputy City Attorney II	\$ 11,170	\$ 11,728	\$ 12,315	\$ 12,931	\$ 13,577
2120	Deputy Fire Marshall	\$ 9,515	\$ 9,991	\$ 10,490	\$ 11,015	\$ 11,566
2135	Deputy Public Works Director	\$ 10,929	\$ 11,475	\$ 12,049	\$ 12,651	\$ 13,284
7313	Economic Development Coordinator	\$ 9,181	\$ 9,640	\$ 10,122	\$ 10,628	\$ 11,159
2128	Economic Development Manager	\$ 10,095	\$ 10,600	\$ 11,130	\$ 11,686	\$ 12,271
7117	Emergency Services Manager	\$ 8,957	\$ 9,405	\$ 9,875	\$ 10,369	\$ 10,888
TBD	Housing Manager	\$ 10,330	\$ 10,847	\$ 11,389	\$ 11,959	\$ 12,557
2107	Human Resources Operations Manager	\$ 9,041	\$ 9,493	\$ 9,968	\$ 10,466	\$ 10,989
2208	Operations and Maintenance Manager	\$ 9,856	\$ 10,349	\$ 10,867	\$ 11,410	\$ 11,981
2208	Operations and Maintenance Manager (SRSD)	\$ 9,856	\$ 10,349	\$ 10,867	\$ 11,410	\$ 11,981
2703	Parking Services Manager	\$ 9,181	\$ 9,640	\$ 10,122	\$ 10,628	\$ 11,159
7312	Parks Superintendent	\$ 9,000	\$ 9,450	\$ 9,923	\$ 10,419	\$ 10,940
2116	Planning Manager	\$ 10,330	\$ 10,847	\$ 11,389	\$ 11,959	\$ 12,557
4206	Product Manager	\$ 9,910	\$ 10,405	\$ 10,926	\$ 11,472	\$ 12,045
8103	Recreation Supervisor	\$ 7,694	\$ 8,079	\$ 8,483	\$ 8,907	\$ 9,352
2206	Senior Civil Engineer (SRSD)	\$ 10,639	\$ 11,171	\$ 11,729	\$ 12,316	\$ 12,932
7317	Senior Code Enforcement Supervisor	\$ 8,337	\$ 8,753	\$ 9,191	\$ 9,651	\$ 10,133
2105	Senior Management Analyst	\$ 8,789	\$ 9,229	\$ 9,690	\$ 10,175	\$ 10,683
2203	Senior Project Manager	\$ 9,171	\$ 9,629	\$ 10,111	\$ 10,616	\$ 11,147
8102	Senior Recreation Supervisor	\$ 8,492	\$ 8,917	\$ 9,363	\$ 9,831	\$ 10,322
7310	Sewer Maintenance Superintendent	\$ 9,000	\$ 9,450	\$ 9,923	\$ 10,419	\$ 10,940
7311	Street Maintenance Superintendent	\$ 9,000	\$ 9,450	\$ 9,923	\$ 10,419	\$ 10,940
2150	Sustainability Program Manager	\$ 7,408	\$ 7,778	\$ 8,167	\$ 8,576	\$ 9,005

**City of San Rafael
Job Class Specification**

Job Title: Housing Program Manager

SUMMARY:

This position plays a vital role in addressing housing issues in the City and moves forward the City's overall goal to end chronic homelessness. The Housing Program Manager will effectively manage the City's housing policies and programs related to rent stabilization, affordable housing, project financing and homeless housing strategies.

This is an exempt, mid-management level position in the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED:

This position reports to the Community Development Department is responsible for managing staff, volunteers, operations, and activities of the housing division related to rent stabilization, affordable housing, project financing and homeless housing strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Manage the collection of in-lieu fees and partner with the Marin Housing Authority to oversee administration of the City's BMR inclusionary housing program and contracts.
- Research and secure new sources of public, nonprofit and private funding.
- Develop and present reports to various groups and stakeholders regarding projects.
- Oversee public outreach and communications.
- Work with consultants and vendors and oversee related timelines and outcomes.
- Partner with Marin County to administer financing under the CDBG, HOME and like programs.
- Measure the efficiency and effectiveness of programs.
- Assist in the development of the City's Housing Element and other planning reports, including potential Specific and Precise Plan preparation for two priority development areas.
- Initiate and oversee database and file management strategies and systems.
- Identify creative approaches to maintaining and expanding the supply of affordable housing in the City, which includes evaluating community service needs, and assessing and developing related housing policy and programs.
- Bring new ideas to remove barriers to affordable housing, create metrics to measure success, and regularly present to City Council.
- Administer the Affordable Housing Trust Fund and actively obtains grants to fund housing programs.

KNOWLEDGE OF:

- Affordable housing programs and policies.
- Grant writing and administration.

ABILITY TO:

- Find innovative approaches to managing housing programs, which may include programs related to affordable housing, renter protection ordinance amendments, etc.
- Develop and present ideas to Council that are data driven and supported by measurable improvements.
- Analyze the cost to benefit ratio of policies and programs, determine affordability, and ensure viability.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience equivalent to a bachelor's degree in Public Policy, Social Sciences, Public Health, Public Administration, or a related field **AND**

- Possession of or ability to obtain a valid California Driver's License.
- Four (4) years of progressively responsible experience in the development, delivery, monitoring, or evaluation of community programs with at least two (2) years of experience working with the homeless and at least two (2) years supervision, leadership, or management of complex programs/projects.

Bilingual Spanish and public agency experience desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video displays. The employee frequently works in evenings or weekends; typically, in inside environmental conditions. The employee occasionally may travel between worksites. The noise level in the work environment is usually moderate.

Date: July 2021
FLSA status: Exempt