

**City of San Rafael
Job Class Specification**

Job Title: Homelessness and Housing Analyst

SUMMARY:

The Homelessness and Housing Analyst will partner with other Community Development Department staff to implement, administer, and expand the City's housing and homelessness response program. On homelessness, the analyst will oversee and evaluate the City's contracts, partnerships, and safety net programs, including access to shelter and housing, food and health services, case management, workforce development and more. Regarding housing, the analyst will assist with program and policy evaluation, research housing policies, analyze local data, support community outreach, and seek funding and partnerships.

DISTINGUISHING CHARACTERISTICS:

This is a professional-level classification that performs complex analytical duties in the implementation, administration, and expansion of the City's housing and homelessness response program. It is distinguished from other Analyst classifications by the focus on housing and homelessness response.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Work with other City departments, outside agencies, non-profits, community leaders, and engaged citizen organizations to address housing quality issues and homelessness response in a collaborative way;
- Assess service needs of the target special needs populations, such as chronically homeless individuals, transition-age youth, etc.;
- Plan and develop programs based on identified needs, funding availability, and discussions with community agencies;
- Work with City staff to provide referrals and social support program options;
- Plan and develop public information campaigns to encourage support for and participation in City-sponsored and community-based programs;
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve;
- Assists with identification, securing, and oversight of federal, state, and local funding resources for housing and human services, such as HOME Investment Partnership Program and Community Development Block Grant (CDBG) Program;
- Assist in administration of the Affordable Housing Trust Fund and the collection of in-lieu fees;
- Monitor Below Market Rate housing agreements;
- Analyze housing inspection observations and other data sources to develop policy that increases the safety and quality of housing in San Rafael;

- Develop and present reports to decision makers and stakeholders;
- Provide public outreach, with particular attention to reaching underrepresented groups;
- Work with consultants and vendors and oversee related timelines and outcomes;
- Assist in the development and implementation of the City's Housing Element and other planning reports;
- Perform related duties.

KNOWLEDGE OF:

- Social, economic, health and safety issues facing high-risk populations and the dynamics of human behavior;
- Data collection and needs assessment methods;
- Consensus building and conflict resolution techniques;
- Federal, state and municipal laws and regulations governing housing and community development projects and programs, and related supportive services, and federal, state and private financing techniques;
- Monitoring and assessment techniques, contract compliance and auditing, project development and management, and interpretation of program regulations.

ABILITY TO:

- Plan, organize, and coordinate a variety of contractors, partners and collaborators;
- Identify innovative strategies for addressing affordable housing and homeless programs;
- Apply an equity lens in evaluating potential and existing policies and strategies;
- Develop and present ideas to decision makers that are data-driven and evaluated through measurable outcomes;
- Analyze the costs and benefits of policies and programs,
- Establish and maintain effective working relationships with those encountered in the course of the work.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills, and abilities is:

Equivalent to graduation from a four-year college or university with major coursework in public administration, public health, sociology, housing, or a related field.

AND

Four (4) years of experience in community organization, program monitoring and evaluation, or the development and delivery of housing, homeless, and human services programs, including two (2) years managing complex projects. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid California driver's license by the date of appointment.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from managers, officials, and the public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands 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 frequently required to sit, stand, and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Vision abilities required include close vision, distance vision, and ability to adjust focus.

WORKING 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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions, occasionally uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

FLSA Status:	Non-Exempt
Prepared By:	MRG and Community Development Department Management
Prepared Date:	February 2023
Approved By:	City of San Rafael Human Resources
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