



**DATE:** September 20, 2018

**TO:** Personnel Commission

**FROM:** Human Resources Director

**SUBJECT:** Revised Job Description for Housing Development Specialist

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the position of Housing Development Specialist to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

### **SUMMARY**

The Housing Development Specialist job description has been updated to reflect current duties performed, revised minimum qualifications, and industry standards. Knowledge, skills, and abilities (KSAs) have been added to augment the existing job description. Additionally, the minimum qualifications have been revised to eliminate required experience in structuring and issuance of public securities.

### **BACKGROUND/DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department will be met prior to initiating a recruitment process.

The Housing Development Specialist is assigned to the Community Services and Housing Division and provides support to the Housing Affordability Programs for the development, preservation, and acquisition of quality affordable housing in the Hayward community; and anti-displacement strategies and services. The changes to the job description are intended to update the essential duties and required knowledge of the Housing Development Specialist to reflect responsibilities with current trends since this classification was last revised in 1986.

The Housing Development Specialist will administer contracts and agreements, including terms, to ensure the borrower or contractor are held accountable to the agreed upon terms. It is not necessary for the Housing Development Specialist to structure and issue public securities as this function will be administered by the Finance Department. Therefore, the experience section has been revised to eliminate the required experience in structuring and issuance of public securities.

The changes to the Housing Development Specialist job description were shared with representatives of International Federation of Professional and Technical Engineers – Local 21 and its representatives are in agreement with these changes. The Housing Development Specialist job description was revised to update the supervision received and exercised, essential duties, job related and essential qualifications, experience and education, and special requirements.

The changes to the job description are as follows:

#### *SUPERVISION RECEIVED AND EXERCISED*

Replaced: “SUPERVISION RECEIVED AND EXERCISED” with “SUPERVISION RECEIVED”

Removed: “Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.”

Added “**SUPERVISION EXERCISED**” section:

“Assignments may require providing lead, technical, or functional supervision to technical and clerical positions.”

#### *EXAMPLES OF DUTIES*

Added:

- “Duties may include, but are not limited to the following:”
- “...and administer...”
- “...projects for funding that are aligned with Hayward’s priorities and...”
- “...priorities and requirements...”
- “...and Hayward’s Affordable Housing Ordinance to encourage development of affordable housing.”
- “Prepare staff reports related to assigned projects.”
- “Perform related duties as assigned.”

Replaced:

- “EXAMPLES OF DUTIES” with “ESSENTIAL DUTIES”
- “...as required by federal law...” with “...for compliance with local and funding source requirements...”
- “...develop...” with “...identify...”

Removed:

- “...finance...”
- “Coordinate with real estate and development community to encourage development of affordable housing.”

## *QUALIFICATIONS*

### Added:

- “JOB RELATED AND ESSENTIAL” to section title
- “Effective outreach techniques.”
- “Public contact and community relations.”
- “Computer applications including word processing, spreadsheets and databases.”
- “Ability to:”
- “Interpret federal, state, and local regulations, guidelines and requirements pertaining to housing development and finance.”
- “Assist with negotiations and administration of a variety of complex legal documents, including financial development, and administrative contracts and agreements.”
- “Maintain accurate records; prepare clear, concise reports and other written materials.”

### Replaced:

- “Knowledge, Abilities and Skills” with “Knowledge of:”
- “...ect...” with “...etc...”
- “...and alternative financing mechanisms...” with “...budgets and financial statements...”
- “Skill in public and interpersonal relations in a group setting or in a one to one situation.” with “Establish and maintain effective work relationships with a variety of stakeholders.”

Removed: “Use financial analysis techniques to...”

## *EXPERIENCE AND EDUCATION*

### Added:

- “..., or related field.”
- “Licenses: Possess and maintain a valid California Class C Driver’s License.”

Replaced: “...and structuring and issuance of public securities;” with “.”

### Added “**SPECIAL REQUIREMENTS**” section:

“Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.”

## **FISCAL IMPACT**

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

## **STRATEGIC INITIATIVES**

This agenda item is a routine operational item and does not impact the strategic initiatives.

*Prepared by:* Lisette Del Pino, Human Resources Analyst II

*Recommended by:* Nina S. Collins, Human Resources Director

Approved By:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

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Kelly McAdoo, City Manager