

YOLO COUNTY HOUSING
Program Analyst
Non-Exempt

PROGRAM ANALYST

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs a variety of complex administrative studies and analysis in support of Yolo County Housing (YCH) and other local government jurisdictions, including those requiring a strong level of expertise in a specific area; ensures compliance of agency contracts and agreements with federal, state, and local laws; responsible for timely and accurate federal, state, and local reporting; create analytical, statistical and narrative reports.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Supervisor, Manager or other YCH leadership staff. This is a non-supervisory role, who does not exercise authority or supervision over any other YCH position.

ESSENTIAL FUNCTIONS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Program Analyst Functions

- Performs analysis of policies, procedures, organizational operations, services, financial and procedural matters
- Advises and assists leadership and financial staff of YCH, and/or other local government jurisdictions as relevant to assigned projects, in fiscal, organizational and procedural matters.
- Responds to inquiries on policy and procedures from departments, other governmental agencies and the public.

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- Analyzes local, State and Federal laws, policies and other regulatory requirements and changes specific to assigned projects. Proposes project revisions as necessary to align with current laws, policies and regulations. Monitors existing programs for compliance with regulations.
- Plans and conducts special studies and projects.
- Gathers, evaluates and tabulates data.
- Evaluates priority of assignments and projects to ensure follow up and completion through workload planning and scheduling.
- Researches, develops, reviews, and prepares grant applications.
- Compiles materials and prepares and/or assists in the preparation of reports, manuals, presentations and publications.
- Serves as the administrative program specialist on grant funding as assigned, such as Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funding.

Compliance Functions

- Ensures strict compliance of agency programs with Federal and State guidelines and regulations.
- Maintains responsibility for the compilation, preparation and submission of assigned reports to Federal, State, and/or local authorities in a timely and accurate manner.
- Provides quality control and conducts quality control tests, such as inspections, as required by Federal Housing & Urban Development (HUD) or State-funded programs, preparing and submitting timely certification documents as required by each funder.
- Maintains records and statistics as necessary and/or required for all assignments and projects.

Common Essential Functions

- Ensures strict compliance of agency programs with Federal and State guidelines and regulations.
- Confer and serve as informational liaison to YCH staff and leadership, assuring Supervisor and/or other leadership staff are kept apprised of current projects and impacts to the organization and other local jurisdictions.

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- In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Chief Executive Officer, Yolo County Office of Emergency Services and/or the State of California Department of Healthcare Services.
- Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to a member of the YCH leadership team; reporting any safety concerns to a member of the YCH leadership team, and/or member of the YCH safety committee.
- Abide by the YCH Risk Control Policy Statement, assuring the highest level of safety and wellbeing of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employ risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to a Supervisor, Manager or other YCH leadership staff, and/or YCH risk control committee.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles and practices of program analysis and presentation preparation, including, but not limited to grant writing, grant management, and grant reporting to local, State or Federal funding sources.
- Principles and practices of program compliance and administration.
- Purposes, functions and organization of local governmental agencies and the functioning of their governing boards.
- Current Federal, State, and local codes, laws, and regulations as these pertain to the functions of the position.

Ability to

- Prepare, review, and present clear and concise reports and correspondence.
- Devise and implement innovative approaches to maximize efficiencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

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- Operate a computer using various applications and related programs, including standard, as well as proprietary software.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Maintain confidentiality.
- Interpret and apply YCH policies, rules and regulations, and those of local jurisdictions as relevant to specific projects within those jurisdictions.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Drive from site to site.

EXPERIENCE AND TRAINING

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

Experience

- Two years of housing, community development or other government experience in an Analyst position, and/or government experience writing and monitoring grants. Ideal candidate will have at least two (2) years in a public housing authority, community development agency or non-profit.
- Demonstrated proficiency in preparation of spreadsheets, narrative reports and presentations.

Education

- Bachelor's degree from an accredited college or university with major course work in housing/community development, business administration, non-profit administration or a related field is required. Masters degree a plus, or
- An Associate's degree with three years experience in a public housing authority or governmental or nonprofit housing or community development agency may be substituted for the Bachelor's degree.
- An equivalent combination of education, training and experience may be substituted on a two-for-one year basis in lieu of the above education requirements.

Physical Demands

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Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external environments. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodations can be made to the Chief Executive Officer or designee.

Special Requirements

- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

Yolo County Housing is an equal opportunity employer.

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