

CLASS SPECIFICATION

Program Analyst
Code Number:

GENERAL PURPOSE

Under direction, provides responsible professional assistance and support in a variety of programmatic, financial, planning and policy venues; conducts comprehensive, technical analyses of affordable housing plans and programs; serves as the Commission's steward for specific assigned federal, state and local housing programs and program funds; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Program Analyst is the journey-level professional class in the program administration job family. Incumbents are assigned to a variety of programs and are expected to fulfill their accountabilities with independent initiative.

Program Analyst is distinguished from Senior Program Analyst by the latter class's requirement for greater experience, technical knowledge, functional expertise and depth of understanding of federal, state and local housing programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Performs responsible professional analyses and technical support in the development, implementation and administration of section and Commission programs; provides oversight, analysis and stewardship for designated housing programs and program funds; interprets and applies housing regulations; participates in formulating administrative guidelines for designated programs.

Provides comprehensive assistance and communication on designated program(s) to the public, low-income families, home buyers, borrowers, grantees, tenants of affordable housing, property owners, developers, lending institutions and/or professionals/officials in federal, state and local agencies, including the Housing Commission and Housing Authority.

Researches, compiles and analyzes program data; develops findings and conclusions from data analyses; reviews financial/statistical information and requests for funding for compliance with program guidelines; prepares and submits reports and recommendations; drafts contracts and

monitors compliance; develops systems to evaluate public housing programs; maintains required records and statistics.

Prepares program applications to secure federal, state or local funding commitments; develops new program elements or modifies existing programs to meet section and Commission goals and objectives; tracks designated program accounts, funding sources, carry-overs and revenue.

Monitors and coordinates the activities and operations of assigned program areas in Housing Programs and Policy, Lending and Compliance, or Resident Services; coordinates loan and grant applications and assists borrowers, grantees and lessees in administering the closing of real estate transactions; serves as an advocate on behalf of affordable housing developers by providing a wide range of technical counsel and support; solicits housing development investment; writes grant applications to obtain HUD funding for housing programs and resident programs; communicates/markets Commission programs to the public; assists program applicants; promotes and guides home ownership and home buyer programs; coordinates resource development planning activities for the agency; assists in administering special needs and supportive housing programs including home less and disabled persons programs; prepares and administers contracts with community organizations for provision of services to residents of assisted housing.

Assists, as assigned, Senior Program Analysts, project managers or program managers in the direction and administration of large, complex housing projects and/or difficult housing programs.

Reviews invoices, annotates appropriate funding source and processes payments.

Develops compliance monitoring and enforcement plans and procedures for affordable housing contracts under a variety of programs.

OTHER DUTIES

Analyzes new or proposed federal and state legislation, regulations and policies.

Participates in community relations and outreach activities; makes oral and written presentations or reports to governing bodies and community groups.

Monitors HUD-financed multi-family housing stock in the city to ensure preservation of affordability.

May supervise or provide lead work direction and guidance to a small number of other professional, technical or support staff.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Federal, state and local affordable housing programs; theory, principles and techniques of housing program financing and funding; research, statistical and quantitative analysis techniques; principles and practices of program analysis; the demographics of the agency's constituency/clientele; principles and procedures of program record keeping; applicable federal, state and local laws, regulations and policies regarding affordable housing projects and program funding; real estate financing techniques; trends and practices in affordable housing programs; practices and techniques of sound business communications; practices and procedures of program accounting and budgeting; pertinent computer applications and automated program access/tracking systems; contract management practices.

Ability to:

Analyze and make sound, accurate recommendations on housing program operations and initiatives; ensure complete legal and regulatory compliance for assigned program activities through accurate interpretation of applicable governing policy; organize work, set priorities and exercise sound professional judgement within established guidelines; gather data, analyze information and reach sound conclusions and decisions; communicate clearly and effectively, orally and in writing; prepare clear, concise and complete reports, studies and analyses.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in finance, business administration, public administration, or a closely related field; and at least three years of progressively responsible experience in the analysis and stewardship of affordable housing programs; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; stand and walk; talk and hear, in person, in meetings and by telephone; and use hands to handle and operate standard office equipment.

Specific vision abilities required by this job include close, distance and color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under changing, intensive deadlines and interact with all levels of management, program participants, governmental officials, employees, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.