

CLASS SPECIFICATION
Senior Program Analyst
Code Number: _____

GENERAL PURPOSE

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

DISTINGUISHING CHARACTERISTICS

Senior Program Analyst is the advanced professional class in the program administration job family. Incumbents are assigned to the most technically rigorous and difficult programs and are expected to fulfill their accountabilities with minimum guidance and oversight. The Senior Program Analyst may supervise professional and technical staff, as assigned.

Senior Program Analyst is distinguished from Program Analyst by the requirement for greater experience, technical knowledge, functional expertise and depth and breadth 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 highly responsible and complex 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; researches, analyzes, interprets and applies housing regulations; participates in formulating policies and administrative guidelines for designated programs.

Plans, organizes and supervises staff, as assigned.

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 significant levels of program data and statistics; develops findings and conclusions from data analyses; reviews financial/statistical information and requests for funding

for compliance with program guidelines; prepares and submits/presents reports and recommendations, including Board reports; drafts contracts and other legal agreements between the Commission and other entities; drafts interagency agreements and monitors compliance; drafts section documents and plans; 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 assigned program accounts, funding sources, funding mechanisms, fund carry-overs and program income; provides accurate financial data to reporting agencies and as SDHC budget planning input.

Monitors and coordinates the activities and operations of assigned program areas in Housing Finance and Development, Housing Programs and Policy, Lending and Compliance, Rental Assistance, or Technical 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; receives and administers the Housing Commission's CDBG funds; coordinates the city of San Diego's environmental reviews of affordable housing projects; communicates/markets Commission programs to the public; assists program applicants; organizes and guides home ownership and home buyer programs such as Shared Equity, Mortgage Credit Certificate, Down Payment Grant Assistance and Single Family Bond programs; administers landuse incentives and incentives-based affordable housing programs such as density bonus, condo conversion, senior citizen CUP and future urbanizing area inclusionary housing; designs and administers special needs housing programs including homeless and disabled persons programs; administers the City's Housing Trust Fund; analyzes rental assistance operating effectiveness and recommends changes to practices and procedures; leads and participates in the process to prepare/ update the City's Consolidated Annual Plan for affordable housing and community development; participates in the development of the housing element of the City of San Diego's General Plan.

Assists, as assigned, project managers and program managers in the direction and administration of large, complex housing projects.

OTHER DUTIES

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

Drafts new legislation or policy initiatives, as directed.

Participates in community relations and outreach activities; represents the Housing Commission on community and city/county agency committees; makes oral and written presentations to governing bodies and community groups; represents section on Commission-wide committees.

Conducts workshops, forums and training sessions for practitioners of affordable housing programs; provides professional and technical assistance to the community.

Negotiates with the secondary lending market to ensure approval/conformance of SDHC loan programs.

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

affordability.

Serves as the section's data processing/IT coordinator.

Utilizes GIS capabilities and other computer software to create housing project maps and displays and to depict quantitative and qualitative data in graphic format.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Federal, state and local affordable housing programs; the demographics of the agency's constituency/clientele; theory, principles and techniques of housing program financing and funding; research, statistical and quantitative analysis techniques; principles and practices of program management; 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 law and financing principles; 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 complex 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 judgment within established guidelines; gather high-volume, complex data, analyze information and reach sound conclusions and decisions; communicate clearly and effectively, orally and in writing; stay politically astute; work with a diverse range of individuals and officials; prepare clear, concise and complete reports, studies and analyses; negotiate effectively with developers and other program participants.

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 five years of progressively responsible experience in the analysis and stewardship of affordable housing programs, three of which were at a level equal to the Commission's Program Analyst class; 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.