



CITY OF HAWTHORNE
HOUSING MANAGEMENT ANALYST
Class Specification

JOB SUMMARY

The Housing Management Analyst works under the Director of Housing and/or designee. Under general direction, performs complex and responsible administrative, financial, budgetary, statistical, program and other analyses in support of the departments activities, functions and programs; prepares reports and recommendations; assists in formulating policy and procedure and in budget development and administration; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent independently performs complex and responsible analytical work in support of department functions programs, goals and objectives. Assigned projects may include budget development and monitoring, statistical analysis and reporting, program analysis and development, policy and procedure formulation or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the classification. The duties included on this list are examples and are not intended to be all inclusive or restrictive.

- Plans, organizes and conducts administrative, management, complex financial and program analyses relating to assigned issues and/or programs.
- Identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information, data and documentation for analysis.
- Analyzes alternatives and makes recommendations and implements them where applicable for all programs of the Housing Department.
- Prepares reports, applications, evaluations and other correspondence.
- Respond to inquiries and coordinate with staff to provide documents for compliance and grant related financial audits conducted by regulatory agencies and city external auditors.
- Performs difficult and responsible assignments in connection with preparation and management of budgets inclusive of expenditures, revenues, grant-funding and special projects accountability.
- Develops budget and financial projections, expenditure analysis and develops funding estimates.
- Inputs recommended budget information into the financial system.
- Performs on-going monitoring of monthly/daily cash activities, fund and account balances, prepares budget analyses and recommends budget adjustments.
- Drafts budget request reports and documents; prepares mid-year and carry-over budget reports for the department.
- Oversees and monitors the purchase of equipment, material and supplies and approves payment requisitions.
- Assists in the development of technical bid specifications.
- Maintains and updates specialized budgetary records.
- Drafts associated Council agenda item reports.

- Assists in drafting proposed contracts and agreements and a variety of other supporting documents.
- Monitors contract performance and expenditures.
- Review, reconcile and approve contract invoices for payment within guidelines and authority limits.
- Participates in developing grant funding proposals and administers assigned grant funds.
- Compiles and monitors grant performance and drafts federal and state agency reports and documents; processes draw-downs of grant funds.
- Serves as point of contact with funding agencies, responds to requests for information and coordinates audits and reviews.
- Conducts research, analyzes data and drafts policy and procedure documents to address identified needs and issues; drafts communications materials required for implementation.
- Drafts a wide variety of materials on assigned issues, including reports, procedures, manuals, and communications memoranda presentations, program guidelines, Administrative Plan, proposed code or ordinance changes and other materials; gathers supporting materials.
- Respond to public record requests, conduct internal audits and reviews.
- Lead the preparation of complex grant applications, including research and identify federal, state, and local grant opportunities, drafting persuasive narratives, developing detailed project budgets, and compiling technical supporting documentation.
- Manage full lifecycle of existing housing grants ensuring compliance with fiscal requirements, performance reporting and regulatory oversight for all active federal, state, and local housing programs;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Bachelor's Degree from an accredited four-year college or university with major coursework in finance, public or business administration or a closely related field; and
- Two (2) years of progressively responsible professional experience performing administrative, operations, budgetary and similar analyses; or an equivalent combination of training and experience.
- Master's Degree may be substituted for the required two (2) years of experience in one of the preceding fields (finance, public or business administration or closely related).

Licenses, Certificates and/or other Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
- Position is best suited for someone with a financial background.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices and methods of administrative, organizational, financial and procedural analysis.
- Principles and practices of guidelines, state housing laws, and municipal budgeting processes as it relates to grants;
- Principles of modern office practices and procedures.
- Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
- Principles and practices of HUD Programs, including purchasing, contracting and maintenance of confidential and public records.
- Principles, practices, and methods of municipal budget development, grant writing and management.
- Basic principles, tools and techniques of project planning and management.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Research methods and analysis techniques.
- Principles and practices of sound business communication.
- Record keeping practices and procedures applicable to areas of assigned responsibility.

Ability to:

- Analyze administrative, budgetary, operational, procedural organizational and/or financial problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
- Perform complex financial and statistical analysis to justify funding requests and measure program impact
- Collect, evaluate and interpret data, either in statistical or narrative form.
- Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
- Prepare and submit clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
- Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically. Maintain files, records and documentation.
- Exercise independent judgment and initiative within established guidelines.
- Safely operate a motor vehicle during course of performing duties.
- Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, consultants, property owners, the public and others encountered in the course of work.

PHYSICAL DEMANDS

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

While performing the duties of this job, employees are regularly required to sit; talk or hear, both

in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. May on occasion operate a motorized vehicle.

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

WORKING CONDITIONS

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.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Services Status: Classified
CSC Approval: August, 2024; December 2025