SANTA ANA, CITY OF (CA)
invites applications for the position of:
Community Development Analyst

**SALARY:**
- $32.44 - $43.47 Hourly
- $1,297.62 - $1,738.85 Weekly
- $5,623.00 - $7,535.00 Monthly
- $67,476.00 - $90,420.00 Annually

**OPENING DATE:** 07/18/18

**CLOSING DATE:** 08/14/18 05:00 PM

**TYPE OF RECRUITMENT:** Open Competitive

**DESCRIPTION:**
Under direction, performs responsible and professional staff work which primarily involves administering federal grant programs such as the Community Development Block Grant (CDBG) program and the Emergency Solutions Grant (ESG) program, and ensures these programs are carried out effectively and in compliance with federal regulations and City requirements.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**
Administers the CDBG program which involves the distribution of funds among various activities, and requires the majority of grant individuals benefiting from the programs/projects be low-to moderate-income persons. Plans, manages, monitors and evaluates program activities to ensure projects are carried out effectively and in compliance with federal regulations and City requirements. Conducts surveys such as eligibility of capital improvement projects; analyzes survey results to ensure program compliance. Determines when compliance risks exist and when technical assistance is needed. Prepares contracts with program sub-recipients and provides technical assistance. Oversees the budgets and expenditures of sub-recipients; prepares grant draws; performs on-site monitoring of sub-recipients and evaluates their performance, identifying weaknesses. Ensures recipient City departments comply with federal regulations. Assists in developing various reports including the Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Report for Housing and Urban Development (HUD); carries out environmental reviews for small projects; responds to requests for information from a variety of agencies and individuals; communicates with the public, conducts community meetings to assist groups access CDBG funding; maintains financial and programmatic records, including entries in the HUD management information system.

Administers the ESG program which involves the distribution of funds to non-profit service providers for eligible activities, generally including essential services related to emergency shelters, operation of emergency shelters, and homelessness prevention services. Coordinates non-profits’ application process, sets up their contracts and finalizes their scope of work and budget. Oversees grant budgets; approves grant payments; reviews performance reports and enters their information into the HUD database.

In addition to the CDBG and ESG programs, may administer other federal grant programs with similar duties and responsibilities as outlined above; performs other department related work as assigned.

**CHARACTERISTICS OF SUCCESSFUL PERFORMERS**
The successful Community Development Analyst possesses independent judgment and initiative in determining whether projects are being operated effectively, when compliance risks exist, and when technical assistance is needed. Tact, courtesy, and firmness are required in maintaining
good relationships with non-profit agency staff, sub-recipients, personnel from other agencies and other City departments while ensuring the overall effectiveness of the program.

MINIMUM QUALIFICATIONS:
Two years of responsible governmental administrative experience involving grant-funded programs, and education or experience equivalent to graduation from a four-year college or university with specialization in political science, public or business administration, or a closely related field; or an equivalent combination of education, training, and experience which provides the following knowledge and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of: principles and practices of public administration; grant management including the purpose, objectives, policies, procedures and regulations of the CDBG and ESG programs; principles and procedures of accounting and financial management; research techniques, methods and procedures; programs such as the City's Lawson financial system and HUD management information system.
Skill in: the use of computers and standard business software applications such as Word, Excel and Access.
Ability to: rapidly review large amounts of information, identify errors and risk areas, analyze and identify underlying problems and suggest solutions; assemble, organize, analyze, interpret and draw sound conclusions from factual information; present findings clearly and concisely; ability to express ideas effectively both orally and in writing; present information before large groups of people; establish and maintain effective working relationships with a variety of people from different backgrounds, including non-profit agency staff, sub-recipients, and the general public.

SPECIAL REQUIREMENTS
Must possess and retain a valid California Class C driver's license.

SELECTION PROCESS:
All applicants are required to complete and submit a City application form and Supplemental Questionnaire online. Resumes or faxed copies will not be accepted in lieu of the City online application. To apply, click on the "Apply" link located at the top of this page. New users must create an account first. Click on this link for instructions on how to set up your account and apply for the first time: Online Employment Application Guide.

The applications and answers to the supplemental questionnaire will be reviewed and those applicants possessing the most pertinent qualifications will be invited to appear for the following:

Writing Skills Examination: (Qualifying) will evaluate the candidates' ability to write and produce quality, properly formatted, error-free correspondence using a computer.

Oral Interview Examination: (Weight of 100%) will evaluate the candidates' qualifications, knowledge, skills, and abilities relating to those factors which are essential for successful performance on the job.

Candidates need a minimum passing score in all components to be placed on the eligible list.

Applications may be filed online at:
http://www.santa-ana.org

Community Development Analyst Supplemental Questionnaire
* 1. How many years of responsible governmental administrative experience involving grant-funded programs do you possess?
   - No experience
   - Less than 1 year
   - 1 year
   - 2 years
   - 3 years or more

* 2. Do you possess a degree from a four-year college or university with specialization in political science, business or public administration, or a closely related field?
   - Yes
   - No

* 3. Do you possess a valid California Class C driver's license?
   - Yes
   - No

* 4. This position is responsible for the administrative functions of the Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG). Experience with federal/state grants, specifically CDBG/ESG, is preferred. Please describe your grant management and monitoring experience, including your experience administering CDBG/ESG grants.

* 5. Describe your experience in local government(s) conducting surveys, studies, research, analyzing data, writing staff reports, making recommendations, and implementing changes to administrative/operational systems and procedures.

* 6. Please describe your training, education and experience preparing and monitoring local/municipal budgets.

* 7. Describe your training, education and experience with computer applications. Please list software programs utilized, functions performed, and what level of user you would consider yourself (beginning, intermediate or advanced).

* 8. What level of experience or familiarity do you have with the IDIS system and with the Lawson financial system?

* 9. Please describe your familiarity with and/or experience in preparing the 5-Year Consolidated Plan, Annual Action Plan, Substantial Amendments to the Annual Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER) for submission to HUD. Include specific examples of your role and involvement in the reports.

* 10. Describe your experience reviewing and analyzing grant sub-recipient invoices. Provide an example of your most difficult situation with a sub-recipient regarding amounts billed and how you resolved the matter.

* 11. I hereby certify that all statements made on my application, on the supplemental
questionnaire, and in any attached pages (if any), are true and complete to the best of my knowledge and belief.

☑ Yes    ☐ No

* Required Question