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

Housing Programs Analyst

**SALARY:**
- $36.47 - $48.88 Hourly
- $1,458.92 - $1,955.31 Weekly
- $6,322.00 - $8,473.00 Monthly
- $75,864.00 - $101,676.00 Annually

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

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

**TYPE OF RECRUITMENT:** Open and Promotional

**DESCRIPTION:**
The City of Santa Ana is looking for individuals who are results-oriented, possess great attitudes, demonstrate creativity and innovation, work efficiently, show a record of success and have a PASSION for public service. Having the best employees provides the best service to the community.

Under general supervision, assists with the development of the budget, and analyzes and evaluates federal and state housing programs for the purpose of developing plans and procedures to implement new and monitoring of existing programs for the City.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**
Conducts surveys and research; performs financial feasibility analysis. Collects, analyzes and evaluates data to assess local housing needs. Researches, analyzes, makes recommendations and implements federal, state and local legislation and regulations. Prepares detailed, comprehensive reports including demographic reports, long-range plans and reports on condition of housing stock. Identifies and seeks housing related funding through grants from federal, state, local and private sources. Develops measurable program objectives to ensure effective operation of housing programs. Coordinates implementation of housing programs/projects and monitors compliance. Prepares periodic and special project status reports. Assists with budget preparation and control, personnel actions, major purchasing requests, records control and other administrative services. Works closely with staff and project developers to monitor compliance. Makes presentations to boards and commissions and community groups. Assists with resolution of citizen or employee issues and requests for information. Reviews and answers correspondence. May supervise support staff. Performs other functions as assigned.

**Characteristics of Successful Performers**
Successful performers are analytical, detail-oriented and multi-tasked individuals who exercise resourcefulness in meeting and resolving problems. They work well independently, take charge and follow through on studies and projects and deal effectively with competing priorities, often within strict time lines. These well-organized team players are dedicated to Total Quality Service and have strong interpersonal skills. They possess excellent judgment and display tact and understanding when dealing with internal customers, and with residents from culturally diverse backgrounds.

**MINIMUM QUALIFICATIONS:**
Two years of experience implementing and monitoring various housing programs. Education equivalent to graduation from an accredited four-year college or university with a degree in business or public administration, political science, urban planning or a related field may be used...
in conjunction with experience to meet the necessary qualifications, or any equivalent combination of experience or training which provides the following knowledge, skills and abilities:

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: municipal housing programs (state and federally funded), HOME, Redevelopment, and the Housing Choice Vendor Program; principles and practices of public administration; urban planning principles; public/private funding sources and grant application techniques; research methods; budgeting process and controls; personnel procedures; conflict resolution and time management; Disaster Recovery Grant Reporting (DRGR), HUD's Integrated Disbursement and Information System (IDIS), and Real Estate Assessment Center (REAC) databases; Consolidated Plan, Annual Update, Consolidated Annual Performance Report, and Housing Authority Five-Year Plans.

Skill in: the use of a personal computer and business software applications such as Microsoft Word, Excel, PowerPoint and Access.

Ability to: assemble, organize, analyze, interpret and draw sound conclusions from factual information; develop and present recommendations on research findings and ideas concisely and effectively both orally and in writing; perform financial feasibility analysis; develop program objectives and coordinate and monitor project progress; prepare budgets; write comprehensive reports; maintain records and information control; establish and maintain effective working relationships with city employees, other agencies and residents; use tact and diplomacy when solving problems in the workplace and when dealing with sensitive issues in a culturally diverse community.

**SPECIAL MINIMUM REQUIREMENT**

Must possess and retain a valid California Class C Driver's License as a condition of employment.

**SPECIAL WORKING CONDITIONS**

Willingness and ability to work irregular hours, including evenings and weekends as needed.

**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.

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**APPLICATIONS MAY BE FILED ONLINE AT:**

http://www.santa-ana.org

Human Resources, M-24
PO Box 1988
Santa Ana, CA 92702
714-647-5340

**Housing Programs Analyst Supplemental Questionnaire**

1. How many years of experience do you have in implementing, evaluating, and monitoring various housing programs?
   - No experience
   - Less than 1 year
   - 1 year
   - 2 years
   - 3 years or more

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

3. Do you possess a four-year degree from an accredited college or university in business or public administration, political science, urban planning, or a related field?
   - Yes
   - No

4. Rate your expertise using various software programs and databases, such as: Microsoft Word, Excel, Outlook, PowerPoint, and Access. Examples: "Word: Advanced", "Excel: Intermediate", "Access: Beginning". If you have no experience, type "N/A."

5. List projects/programs that you have administered including name, funding source, and a short description of each project/program.

6. Briefly describe your experience in preparing plans and reports for federal, state and/or local housing programs and projects. Include the name/date of major projects and your role/duties performed.

7. Briefly describe your experience monitoring affordable housing programs. Include your role/duties performed and types of projects and restrictions.

8. Briefly describe your experience with housing related databases, such as DRGR, REAC, and IDIS. Describe any other software programs related to preparing reports or other statistical data for housing programs.

9. Are you willing and able to work irregular hours, including evenings and weekends as needed?
   - Yes
   - No

10. 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