

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: May 27, 2008

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: **Housing Assistance Clerk**

At the request of the Housing Assistance Program Supervisor and Housing Operations Unit Director, we have conducted a study of the Housing Assistance Clerk position (#1025) held by S. Clayborne in Compensation Group 20, Range 11. The position performs the regular work of the six Housing Assistance Clerks in the section, maintaining the same work load as other employees in the class (approximately 260 individuals and families). Work consists of determining applicant eligibility for housing assistance, processing certifications, calculating rates of assistance, working with program participants and landlords to meet all requirements, facilitating landlord and participant compliance with HUD regulations and encouraging prospective landlords to consider rent changes to help program participants qualify for and obtain suitable housing.

Work assigned to the employee in this position has for some time included additional work needs in the section, with additional duties and significantly higher levels of independence. Examples include providing training and teaching for new employees and assisting other employees in section work; managing approximately 50 Project-Based Vouchers (PBVs) for Housing managed through another agency (Housing Initiatives, Independent Living, Project Home, Porchlight, Habitat for Humanity, or YWCA); managing approximately 20 Section 8 Homeownership Voucher Program processes, facilitating home ownership through the Section 8 home ownership option; performing required audits of the work area's applications; and handling Housing Operations processes for the \$700,000 first-of-month disbursements to landlords and \$40,000 additional disbursements later each month.

In view of these additional higher-level responsibilities we recommend creation of the new class of Housing Assistance Clerk 2. Class specification for the position and organization chart reflecting the change are attached. We recommend that the new class be placed in Compensation Group 20 Range 12, reflecting a one-range increase from Housing Assistance Clerk.

cc: Augie Olvera, Housing Operations Unit Director

| Compensation Group/Range | 2007 Annual Minimum (Step 1) | 2007 Annual Maximum (Step 5) | 2007 Annual Maximum with Longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 20/11 | \$37,759 | \$42,665 | \$47,346 |
| 20/12 | \$38,689 | \$43,387 | \$48,594 |