

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: July 5, 2016

SUBJECT: Community Development Technician – Community Development Division

At the request of the Director of Planning, Community & Economic Development Natalie Erdman and the Community Development Division (CDD) Director Jim O’Keefe, I conducted a position study for a proposed new classification of Community Development (CD) Technician. The proposal for the new classification is a result of a vacant 1.0 FTE Administrative Clerk I position (CG 20, Range 9, position #605), and an approved reclassification of an existing Community Development Aide position. The impact of adding this new classification will create greater efficiency by distributing the higher level technical responsibilities to allow for the CD staff and CD Supervisors to work on more complex aspects of their roles. The CD Technician will be teamed with small groups of CD staff focused in specific areas such as rental housing development, homebuyer assistance and compliance. After meetings with CD Managers, I make the following recommendations for the reasons outlined in this memo:

- Create a new classification titled Community Development Technician 1 with placement in CG 20, Range 14.
- Create a new classification titled Community Development Technician 2 with placement in CG 20, Range 16.
- Recreate vacant position #605 as a Community Development Technician 2.
- Recreate position #3889 (currently occupied by A. Kenny) as a Community Development Technician 2 which will be filled through an internal competitive process. Until that process is complete, Ms. Kenny will continue to underfill the position as a Community Development Aide.

The proposed Community Development Technician 1-2 class specification identifies the work as:

... responsible para-professional and technical work associated with the City’s professional community development activities. The work involves providing a diverse range of data management, asset management, compliance, and environmental review activities associated with local, state and federal grants. The work involves management of financial operations including management and maintenance of the Division’s portfolio of installment and deferred payment loan assets.

The Community Development Technician will support the staff of the Community Development Division, especially those in the Community Development Block Grant (CDBG) and Community Services units. There will be two Community Development Technician positions established in the CDBG unit. One will have a primary focus on compliance, data management and environmental review and the other will have primary focus on compliance, asset management and loan servicing. However, both will be cross-trained. The positions may

include as many as six (6) key areas of responsibility: manage and maintain the CDD's data collection and reporting systems; develop data reports and analysis; prepare required environmental review reports; complete compliance-related work associated with the Division's portfolio of rental housing projects; complete asset management and loan servicing associated with the unit's loan portfolio; and serve as the CDD liaison to the Department of Civil Rights and oversee the completion and quality of work related to Division projects that are required to comply with Federal Davis-Bacon Fair Labor regulations.

The proposed classification series at the 1 level will require limited supervision by the Community Development Grants Supervisor, as the incumbent provides para-professional and technical support to CD staff and becomes familiar with local, State and Federal housing and community development regulations.

As the incumbents become more proficient, (generally after 2 years), with the technical knowledge and expertise of housing and community development regulations, the employee would then advance to the 2 level and require general supervision by the Community Development Grants Supervisor.

In terms of salary recommendations for the proposed new classification, I reviewed other City classifications with similar technical responsibilities and interpretation and application of local, State and Federal regulations, I found appropriate comparison with the Contract Compliance Specialist I classification CG 18, Range 4. A review of the Contract Compliance Specialist I in CG 18, Range 4 and equivalent to the CD Technician 2 proposed in CG 20, Range 16 indicates:

...involves **reviewing applications and Affirmative Action Plans for eligibility and compliance; performing on-site compliance reviews; maintaining or overseeing the maintenance of necessary records and databases; providing technical assistance; performing outreach and information dissemination;** providing job counseling and related services to targeted group members; **preparing audit and activity reports and recommendations, and providing input and recommendations relative to overall program operations.**

The proposed CD Technician positions will work closely with the Contract Compliance Specialist in overseeing the completion and quality of work related to Division projects that are required to comply with Federal Davis-Bacon Fair Labor regulations. The position will assist DCR staff with any issues or objections that may arise in the course of the application of Davis-Bacon regulations to Division projects, including pre-construction meetings, payroll reviews, employee interviews and development of remedies for non-compliance. However, the positions in DCR have broader responsibility and require a bachelor's degree, which is why they are placed in CG18 and have the ability to advance to a higher level.

I also reviewed other City classifications with similar financial operations including management and maintenance of the Division's portfolio of installment and deferred payment loan assets. I found meaningful comparison with the Accounting Technician 2 in CG 20, Range 14. The class specification for Accounting Technician 2 indicates such duties as:

- Prepare routine financial reports having a prescribed format and submit them for review.

- Prepare and maintain account balances of grants, enterprise funds or similar fiscal appropriations, subject to review and approval.
- Perform paraprofessional bookkeeping functions relative to receipts, disbursements, and data collection. Perform necessary follow-up, e.g., collections.
- Prepare initial reconciliations between subsidiary and general ledger accounts, submit for review and make subsequent corrections.
- Assist in the maintenance of financial records for federal projects or enterprise funds.
- Assist in the development and/or maintenance of complex computerized accounting systems.
- Provide general consultation to clerical staff on related policies, procedures and accounting standards.
- Participate in routine internal and external audits under the general supervision of a professional. Gather and review pertinent data, and prepare standardized reports on financial and operational information. Submit reports for review.

Again, placement of the CD Technician 1 would be at the same level as the Accounting Technician 2. The broader responsibility for compliance work as described above justifies placement of the CD Technician 2 at a higher level than the Accounting Technician 2 overall.

Finally, a study of the Planning Technician (CG 20, Range 17) in the Planning Division was completed to ensure an existing classification didn't already exist in the City's compensation plan to fill CDD's need. In review of the Planning Technician with incumbent Ryan Jonely, much of the Planning Technician position requires a greater degree of technical knowledge with 75% of the current position description involving the preparation of maps from existing base maps, using GIS and other computer software systems to design and prepare schematic maps and presentation graphics along with collection and organization of economic, land use and geographic data to present in graphic, mapped or written review by professional planners. The majority of Mr. Jonely's time is spent analyzing long range land-use and transportation plans as part of the development review process. Furthermore, the training and experience requirements for the Planning Technician involves programs of study that have a focus on GIS work, including planning, geography, cartography, computer applications, urban design, or landscape architecture. However, the training and experience requirements for the CD Technician includes a broader list of degrees and Community Development acknowledge that much of the training as it relates to HUD and other regulations will occur through the first couple years of employment. Due to the increased technical and analytical skill needed in the Planning Technician role, it is appropriate that it is one range above the CD Technician 2 proposed at Range 16.

Based on the above, I recommend creating the classification series of Community Development Technician 1-2 in CG 20, Ranges 14 and 16 respectively and recreating the positions outlined above.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation	2016	Annual	2016	Annual	2016	Annual
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Group/Range	Minimum (Step 1)	Maximum (Step 5)	Maximum (+12% longevity)
20/14	\$49,131	\$54,496	\$61,035
20/16	\$51,813	\$58,495	\$65,515

cc: Natalie Erdman –Director of Planning, Community & Economic Development  
Jim O’Keefe – Community Development Division Director  
Susan Morrison – Community Development Grants Supervisor  
Greg Leifer-Labor Relations Manager