

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: December 17, 2010

SUBJECT: Program Assistant 2-Housing (Assistant Site Manager)

The CDA Division-Housing Operations has requested creation of a new classification of Assistant Site Manager to help the Triangle Housing Site Manager with the day-to-day operations of the housing site. The Housing Operations Program Manager, A. Olvera, and the Triangle Housing Site Manager S. Spaeni, have created a position description for the proposed new classification. After reviewing the position description (see attached) and meeting with Ms. Spaeni, I conclude that a new classification is not warranted. However, I recommend that a new position of Program Assistant 2, in CG17, Range 12, be created in the CDA Housing budget with the intent that this position assist in the day-to-day supervision and operations of the Triangle site. This position, vested with supervisory authority over permanent administrative and maintenance positions as well as hourly positions, is appropriately placed in CG17. The CDA Housing division will delete a to-be vacant Administrative Clerk 1 position (CG20-09) to help fund the new position.

Currently, Housing has 3 major housing operations throughout the City—the Triangle site, the Truax housing site, and the Housing West site. The Truax and Housing West sites have a Housing Site Manager, a Tenant Services Aide, and administrative staff working in the office. However, the Triangle site only has the Housing Site Manager and an Administrative Clerk 1, who is retiring in January. The Tenant Services Aide at Triangle retired in 2006 and that position has since been eliminated from the Housing budget. All sites have permanent maintenance staff assigned as well, including Maintenance Mechanics and Housing Maintenance Workers, and hourly maintenance/custodial staff. The Housing Site Manager is the only on-site supervisor.

Upon reviewing the proposed duties and responsibilities of the position, I find that this position falls within the classification of a Program Assistant 2. The class specification for a Program Assistant 2 (attached) describes

...responsible administrative support and advanced-level secretarial, basic program coordination, and staff supervision work in a department, division or other independent program unit. As Office Managers, employees in this class are generally responsible for coordinating clerical and administrative support, supervising a small (2-4) assigned clerical staff, performing and coordinating secretarial functions for the program head, and performing a variety of specific program related functions. The work requires exercising considerable judgment and discretion in the performance, coordination, and/or supervision of a wide variety of administrative support and program activities relating to unit program functions. The work typically involves interpreting, developing and/or applying operating policies, systems, and procedures; performing and/or coordinating a full range of standard and complex administrative support functions at least comparable to the Program Assistant 1 level; and carrying out a number of additional program functions which require specialized program knowledge, independent decision-making; and responsibility for specific operating procedures and systems development and communication.

The specific duties of the position, including requirements for knowing and applying HUD and WHEDA reporting requirements and regulations, and inspecting apartments in accordance with HUD and CDA regulations is demonstrative of the high-level interpreting and applying of unit policies, systems, and procedures expected of a Program Assistant 2. In addition, this position will carry out additional program functions such as coordinating the move-in/move-out process for tenants, conducting annual inspections of apartments, mediating disputes between residents, and referring tenants to different social service/community outreach programs as necessary. This is high-level programmatic work which requires in-depth specialized knowledge of the entire range of housing regulations and policies, both within the City as well as through HUD and WHEDA. Based on this, I conclude that the position falls within the classification of a Program Assistant 2. However, Housing Operations may use a working title of Assistant Site Manager if it wishes.

Placement in the non-represented CG 17 is also appropriate as the new position will have responsibility for supervising staff. This includes shared supervisory responsibility when the Site Manager is present and full responsibility when the Site Manager is off-site, either at meetings or out of the office. It is important for the site to have supervisory coverage throughout the day as maintenance work orders regularly come in from residents. These work orders need to be assigned to the on-site maintenance personnel and the work needs to be monitored for completeness. The Program Assistant 2 will have authority to assign work, review work, and initiate and recommend discipline as required. The Program Assistant 2 will also be involved in the hiring process for administrative and maintenance staff, participating in interviews and recommending hires. These activities make this position supervisory in nature and require placement in the non-represented compensation group 17.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2010 Annual Minimum (Step 1)	2010 Annual Maximum (Step 5)	2010 Annual Maximum +12% longevity
20/12	\$40,417	\$45,741	\$51,220

cc: Natalie Erdman-CDA Executive Director
 Agustin Olvera-Housing Operations Program Manager
 Sally Jo Spaeni-Housing Site Manager
 Greg Leifer-Labor Relations Manager