

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: May 22, 2026

SUBJECT: Data Analyst 3 – CDA Housing Operations

CDA Housing Director Chad Ruppel is requesting the creation of a 1.0 FTE position to analyze and present complex program data to management in order to provide evidence-based information to guide their strategic decision-making process and optimize overall performance. Upon reviewing the submitted position description, I recommend creating a new 1.0 FTE position of Data Analyst 3 in CG 18, Range 10 for the reasons outlined in this memo.

The CDA Housing Operations Division has a substantial amount of data related to the Housing Choice Voucher Program, building performance, and occupancy that is not currently and fully being analyzed to maximize efficient and effective use of resources and to support the planning of agency operations. A dedicated professional position with such expertise will be able to meet their needs to:

- Analyze program utilization, leasing trends, and funding levels;
- Conduct data-driven analysis to inform voucher issuance levels, ensuring alignment with budget authority, leasing targets, and projected expenditures;
- Evaluate and recommend payment standard adjustments;
- Develop and maintain dashboards, reports, and forecasting models;
- Prepare and deliver presentations to communicate program status, funding projections, risks, and policy recommendations;
- Support the Admissions and Eligibility Team to manage and evaluate waitlist strategies;
- Create tools and materials to simplify voucher program elements for various impacted groups, i.e., housing specialists, voucher holders, and landlords;
- Monitor and respond to program trends, feedback, and operational challenges;
- Monitor building occupancy and unit turnover;
- Calculate utility allowances;
- Identify trends in building occupancy;
- Identify energy consumption trends and support energy cost modeling and utility cost projection.

Data analysis and program evaluation work of this type is considered journey-level and aligns best with the Data Analyst 3 classification, which describes:

...**journey-level** professional work in the development and implementation of assigned **data analytic programs, functions and services**. Work is characterized by **considerable judgment, discretion and expertise** in the preparation and presentation of **complex analysis**, and the **administration of programs** and services, as assigned. Under general supervision, employees work with a high degree of independence in meeting specified objectives. [emphasis added]

Serving more than 2,000 families annually, the Housing Choice Voucher (HCV) Program is the largest source of deeply affordable housing assistance in the city. This position plays a critical role in ensuring the Community Development Authority (CDA) can fully utilize available program funding, maximize housing assistance for eligible families, and avoid returning unused funds to the U.S. Department of Housing and Urban Development (HUD). Importantly, this position is fully funded through HCV administrative fees provided by HUD for the administration of the program and does not rely on local tax levy support.

As the Data Analyst 3 classification already exists in the City’s classification scheme, creation of a Data Analyst 3 position within the Housing Operations operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending creation of a 1.0 FTE Data Analyst 3 position (CG 18-10) within the Housing Operations 2026 operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
18/10	\$85,983	\$103,336	\$115,736

cc: Matt Wachter - Department of Planning, Community and Economic Development Director
 Chad Ruppel – CDA Housing Director