

TO: Personnel Board
FROM: Harper Donahue, Human Resources
DATE: August 22, 2013
SUBJECT: Housing Assistance Program Supervisor

At the request of the Housing Operations Program Manager, Mr. Agustin Olvera, I have studied the classification of Housing Assistance Program Supervisor, currently occupied by Mr. Thomas Conrad. This position is currently housed within the Community Development Authority-Housing Operations Unit, and reports directly to Mr. Olvera. I have met with Mr. Olvera and the incumbent, and based on this meeting, a review of the position description (attached) and a review of several comparable positions, and the City of Madison Personnel Rules, I recommend that the Housing Assistance Program Supervisor classification be moved to CG18/R08, and the incumbent is reallocated to the new range for reasons outlined in this memo.

Work of the Housing Assistance Program Supervisor is currently being described as:

“...is responsible administrative and supervisory work operation of federally funded Community Development Authority Housing Assistance (e.g., Housing Choice Voucher, better known as the Section 8 Program, the Section 8 Homeownership Program, the Project Based Voucher Program and other related Housing Assistance Programs) programs and functions. This work is characterized by judgment, discretion, and initiative in planning, coordinating, supervising, performing, and monitoring Housing Assistance program activities consistent with federal (HUD) requirements and departmental policies and procedures. This work is performed under the general supervision of the Housing Operations Program Manager, who reviews the work primarily for compliance with stated programmatic objectives, policies, and procedures.”

Recently created City housing assistance programs, along with changes in reporting and programmatic requirements imposed by the Department of Housing and Urban Development (HUD) prompted the request for this position study; as these changes have led to an increase in the duties and responsibilities of the incumbent. Specific duties that triggered the request for this position study include the City's participation in the development and administration of new and/or existing HUD programs that CDA Housing did not previously offer. Such programs include: the Family Self Sufficiency (FSS) Program, the Veterans Assisted Supportive Housing (VASH) Program, the Family Unification Program (FUP), and the CDA Project Based Voucher Program - which is now budgeted at \$12 million (3 times more than the Public Housing Program).

There are strong similarities between this position and other CDA Housing positions, currently found in Compensation Group 18, at Range 08, including the recently studied Housing Site Manger position. Each evaluated position will be discussed in turn.

Housing Site Manager (CG18/R08)

The Housing Site Manager Class Spec identifies

“...This is responsible supervisory and administrative work in directing the operations and services of federally subsidized housing programs/facilities. Work involves developing and maintaining effective tenant relations, coordinating facility maintenance and administrative activities, and administering directly-related housing programs. Work is performed under the general supervision of the Housing Operations Program Manager.”

Like the Housing Assistance Program Supervisor, the Housing Site Manager is responsible for providing, “responsible supervisory and administrative work in directing the operations and services of federally subsidized

housing programs/facilities.” Both classifications must maintain awareness of HUD regulations and updates, and make changes to City operations to remain in compliance as proper implementation of HUD standards is critical to prevent a loss of funding and/or funding opportunities. While the responsibilities of the Housing Site Managers focuses on facility maintenance, the Housing Assistance Program Supervisor plays a more extensive role Housing related program and determining appropriate program placement for affected customers. Until the recent position study of the Housing Site Manager classification, which moved the Site Managers to CG18/R08, these two classifications have historically been kept at the same range. This recommendation maintains this historical relationship.

Housing Operation Analyst (CG18/R08)

The Housing Operations Analyst class spec identifies

“...This is responsible professional work in analyzing, developing and maintaining Housing Operations Unit systems and procedures; developing funding proposals and administering grants; directing grant-funded projects and staff; and performing and/or participating in various staff assignments relative to monitoring and/or improving unit operations. This work, under the general supervision of the Housing Operations Unit Director, is characterized by considerable judgment and discretion.”

The primary function of the Housing Operations Analyst requires incumbents to *“Review and interpret applicable Federal, State and Local regulations and determine impact on Housing Operations Unit. Conduct analysis to identify issues and consult with staff in order to develop responsive action plans. Draft comments to HUD on proposed rules. Revise or update policies, documents, forms, handbooks and procedures consistent with applicable standards. Identify and report areas of non-compliance in order to initiate corrective action. Provide related guidance, professional consultation and technical assistance to Unit Director, Housing Managers and other staff on policies, procedures and related issues.”* The work involved in this position is very comparable to the work of the Housing Assistance Program Supervisor. While the Housing Operations Analyst is not directly supervising staff, the Housing Assistance Program Supervisor is not responsible for drafting comments to HUD which could have a direct impact on how the Housing Unit is run.

Again, based on my review, I find that duties of the Housing Assistance Program Supervisor classification are most comparable to classifications found in CG18/R08 (Housing Operations Analyst, Housing Site Manager). As such, I recommend recreating the Housing Assistance Program Supervisor classification in CG18/R08, and reallocating the incumbent to the new range.

The necessary Ordinance and Resolution has been prepared to implement these recommendations.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum + 12% longevity
18/07	\$52,622	\$62,336	\$69,810
18/08	\$54,955	\$65,213	\$73,034

cc: Natalie Erdman-CDA Executive Director
 Agustin Olvera – Housing Operations Program Manager
 Tom Conrad – Housing Assistance Program Supervisor
 Mike Lipski – HR Services Manager