

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
  2. Class Title (i.e. payroll title):  
Community Development Technician
  3. Working Title (if any):  
Community Development Technician:  
Compliance, Data Management, and Environmental Review
  4. Name & Class of First-Line Supervisor:  
Susan Morrison, Community Development Grants Supervisor  
Work Phone: 266-1053
  5. Department, Division & Section:  
Department of Planning and Community and Economic Development, Community Development Division,  
CDBG (Community Development Block Grant) Unit
  6. Work Address:  
215 Martin Luther King Jr. Blvd., Room 280, Madison, WI 53703
  7. Hours/Week: 38.75  
Start time: 8:00 a.m. End time: 4:30 p.m.
  8. Date of hire in this position:
  9. From approximately what date has employee performed the work currently assigned:
- 
10. Position Summary:

This is a responsible, para-professional and technical position in the City's Community Development Division. The position works under the direction of the Community Development Supervisor and collaborates with Community Development Specialists to provide support for project management activities. The position is responsible for a diverse range of data management, compliance and environmental review management activities associated with local, state and federal grants.

The position is responsible for a range of activities related to the management of the Division's data systems; completion of environmental reviews in compliance with federal guidelines and regulations; and shared responsibility for management and oversight of the Division's rental housing asset portfolio to ensure ongoing compliance with local, state and federal regulations. In addition, the position is responsible for the oversight of tasks delegated to the City's Department of Civil Rights. These tasks are associated with the Division's monitoring of and compliance with project-related federal Davis-Bacon Fair Labor standards. Assignments are received from the Community Development Supervisor and the employee is responsible for completion and accuracy of the work.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 30% A. Manage and maintain the Community Development Division's data collection and reporting systems.
1. Under direct supervision of the Community Development Supervisor, and working with Community Development Specialists, develop and maintain data collection systems. These are used to track project performance, accomplishments, and user-beneficiary data for Division-administered projects, including those funded from local, state and federal sources.
  2. Maintain databases used to track assisted projects including Project Set-up and Project Completion reports, and service delivery project data.
  3. Create appropriate data report formats to support an array of data review and analysis processes.
- 15% B. Prepare data reports and analysis for the Division's CDBG unit.
1. Prepare timely data reports for the Division management team; and provide regular data summaries to Community Development Specialists to assist with project management responsibilities.
  2. Under direct supervision of the Community Development Supervisor, coordinate office activities related to the preparation of funder-required reports, including HUD's Consolidated Analysis Performance and Evaluation Report; HUD's Annual Action Plan; HUD-related homeless reports as well as other reports required by state and federal funders.
  3. Complete various narrative elements of funding reports and edit other submissions for clarity and consistent voice.
- 30% C. Prepare required environmental review reports for federally funded projects.
1. Prepare environmental analyses in compliance with HUD Environmental Review regulations.
  2. Prepare environmental review reports for capital projects led by other City departments and the local Continuum of Care as well as those external to the division that require environmental reviews by the Participating Jurisdiction.
  3. Update and maintain the accuracy of environmental review data in Progress Database, including noise levels, hazards, thermal and explosive hazards, wetlands protection, floodplains, and runway clear zones.
  4. Maintain the Division's Progress Database's interface with federal Environmental Review Electronic System, and the City's GEO and GIS systems.
- 15% D. Complete compliance related work associated with the Divisions portfolio of rental housing projects. Work involves understanding and ensuring compliance with local, state and federal regulations.
1. Update federal income and rent limits as needed and communicate any changes to stakeholder agencies and division staff.
  2. Lead CDBG unit's rental housing compliance team, including setting monthly agendas, providing compliance-related status, analysis and summary reports to Community Development Supervisor and rental compliance team.
  3. Perform desk review of leases, tenant selection plans, affirmative marketing plans, and rent rolls for compliance with HUD HOME rental regulations and develop reports for Community Development Supervisor and Specialists.
  4. Perform desk review of projects' financial viability based on financial reports
  5. Perform on-site monitoring of tenant files and interviewing of tenants as necessary to verify compliance with local, state and federal rental regulations. Develop reports for Community Development Supervisor and Specialists.
  6. Communicate with agencies regarding their compliance or non-compliance with local, state and federal regulations, and in the case of non-compliance, coordinate with agencies to ensure execution of remedies for non-compliance.
  7. Provide compliance analysis and summary reports to the Community Development Supervisor.

- 5% E. Serve as Community Development Division liaison to Department of Civil Rights (DCR) and oversee the completion and quality of work related to Division projects that are required to comply with federal Davis-Bacon Fair Labor regulations.
1. Review DCR Davis-Bacon monitoring work to ensure compliance with HUD regulations.
  2. 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.
  3. Prepare semi-annual Fair Labor report to HUD on issues encountered with Davis-Bacon projects.

- 5% F. Other Duties as Assigned
1. Participate in various Unit and Division initiatives as needed.
  2. Perform specialized research as needed by Community Development Supervisor and Community Development Specialists.

12. Desired knowledge, skills and abilities:

Working knowledge of relational databases, data collection methods, and data analysis techniques. Working knowledge of local, state and federal community development grant programs, contract administration and related regulations. Ability to understand and implement federal and state regulations pertaining to Environmental Review, local, state and federal rental housing standards, and Davis-Bacon Fair Labor Standards. Working knowledge of computer database software, HUD's IDIS reporting software, and Microsoft Office Suite (Word, Excel, PowerPoint). Ability to organize facts and present them clearly in written and graphic form. Ability to collect and analyze data and to compile and present reports and recommendations. Ability to interpret related regulations and ordinances. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with co-workers, other agency staff and the general public. Ability to work independently with grantees and local agency staff.

13. Special tools and equipment required:

Computer with various computer software programs

14. Required licenses and/or registration:

None

15. Physical requirements:

Ability to sit at a desk for extended periods of time  
Ability to look at a computer screen for extended periods of time

16. Supervision received (level and type):

Works under the general supervision of the Community Development Supervisor.

17. Leadership Responsibilities:

- This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.