

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: August 5, 2015

SUBJECT: Policy/Prog. Spec.-Housing

The adopted 2015 budget for the Community Development Block Grant Office shows a new position of “Policy/Prog. Spec.-Housing” in CGxx, Rangexx. The Budget Highlight states:

Funding of \$82,023 for a new 1.0 FTE Program and Policy - Housing Specialist position to help implement the Affordable Housing Initiative.

Community Development Division Director Jim O’Keefe has put together a position description outlining the work of the new position. Upon reviewing the submitted position description (see attached) and discussions with Mr. O’Keefe, I recommend the position identified in the budget as “Policy/Prog. Spec.-Housing” be recreated as a Housing Initiatives Specialist in CG18, Range 10, with the working title of Housing Specialist due to the type and level of responsibilities to be performed.

According to the submitted position description, the work entails identifying housing needs based on analysis of available information, formulating strategies to address them and playing a direct role in implementing specific policies and programs. Broad responsibilities include “analyze available population and housing data and trends in order to better understand the range of affordable housing needs in Madison, craft strategies designed to meet those needs in ways consistent with City land use and other relevant community plans and to build and maintain relationships with housing developers, funding entities, community partners and other stakeholders with an interest in housing issues.” In addition the duties include “modify existing programs or design new programs to better support the City’s affordable housing strategies and manage specific projects and contracts as assigned.”

The City has a Housing Initiatives Specialist (CG18, Range 10) in the Community Development Authority. In reviewing this classification, the focus is to develop, coordinate and oversee housing initiatives for the City of Madison. This position prepares a biennial housing report for committee review that includes: review of current data on the City of Madison and regional housing supply and trends, strategies for maintaining a broad range of housing choices for all households, and strategies for maintaining and increasing affordable housing in the City of Madison and the region. This position analyzes and develops programs and initiatives that support a broad range of housing choices in the City.

The work of the proposed new position is very much in line with the current classification of Housing Initiatives Specialist, which requires “Working knowledge of and interest in federal, state and local housing programs, policies and initiatives that support vibrant communities”“Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. “Ability to gather, compile, analyze, and interpret housing related data.” Mr. O’Keefe indicated that the desired

background and experience of a successful individual in this position is five years of directly related professional experience in the finance or development of housing. Such experience would normally be gained after graduation from a college or university with a degree in real estate finance, real estate development, urban and regional planning, community development, or a related field. Possession of a Master’s Degree in a field as described above may be substituted for 2 years experience which lines up with the training and experience requirements found in the Housing Initiatives Specialist classification.

Since the Housing Initiatives Specialist classification already exists in the City’s classification scheme, addition of a Housing Initiatives Specialist with the working title of Housing Specialist within the Community Development Block Grant operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending that the position in the 2015 Community Development Block Grant operating budget identified as “Policy/Prog. Spec.-Housing” be recreated as a 1.0 FTE Housing Initiatives Specialist position within the Community Development Block Grant budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/10	\$61,674	\$74,121	\$83,015

cc: Jim O’Keefe-Community Development Division Director  
Mike Lipski – HR Services Manager