

TO: Finance Committee

FROM: Emaan Abdel-Halim

DATE: 6 November 2018

RE: Program Assistant 2 – CDA Housing (Community Development Authority)

The Interim Housing Director, Tom Conrad and the Housing Programs Analyst, Lisa Daniels request that the 85% FTE position of Program Assistant 2 (#1042) in CG20, Range 12 be increased to a full 100% FTE in the CDA Housing operating budget. This position is currently filled by Victoria Kutz, and is primarily responsible for the City’s Section 8 Housing programmatic administrative and support work. This work includes processing Veterans Affairs vouchers, coordinating the Section 8 lottery (which opens next spring), and collaborating with the Community Development Division on the new ‘Moving Up’ program, which offers transitional housing opportunities through the Road Home referrals. CDA Housing holds a Section 8 housing lottery approximately every 7 years, and anticipates that increased hours to this position will greatly assist in an efficiently coordinated lottery system for 2019. Since the Section 8 housing program is federally funded through HUD, the fiscal impact of increasing this Program Assistant 2 to a full-time status will be covered by these federal HUD funds.

For the reasons outlined in this memo, I recommend recreation of the 0.85 FTE position of Program Assistant 2 as a 1.0 FTE position, in the CDA Housing operating budget. The necessary resolution to implement this recommendation has been drafted. Upon passing, the incumbent will be reallocated to full-time.

Editor’s Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
20/12	\$ 48,074	\$ 53,912	\$ 60,381

cc: Tom Conrad – Interim Housing Director  
 Lisa Daniels – Housing Programs Analyst  
 Mike Lipski – HR Services Manager  
 Greg Leifer – Employee and Labor Relations Manager