

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Data Analyst 1

3. Working Title (if any):

Housing Program Policy and Data Analyst

4. Name & Class of First-Line Supervisor:

Chad Ruppel

Work Phone: 235-9507

5. Department, Division & Section:

Community Development Authority, Housing Operations Division

6. Work Address:

215 Martin Luther King, Jr., Boulevard, Suite 161, Madison WI 53703

7. Hours/Week: 38.75, Monday – Friday

Start time: 8:00 am End time: 4:30 pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

The Community Development Authority's (CDA's) mission is to develop and provide inclusive and safe places through quality affordable housing, services, and community resources in the City of Madison. Central to advancing this mission is a strong commitment to data-driven decision making that strengthens both the Housing Choice Voucher (HCV) program and the overall performance of the CDA housing portfolio.

The CDA Housing Program Policy and Data Analyst plays a key role in supporting Program Managers and CDA Leadership by transforming complex program data into actionable insights that drive strategic, evidence-based decisions. This position is responsible for analyzing program utilization, funding trends, and market conditions to ensure the efficient and effective use of available resources. Through tools such as the Two-Year Tool (TYT) and other forecasting models, the Analyst provides critical guidance on voucher issuance, payment standard setting, and leasing strategies to promote full budget utilization and long-term program sustainability.

In addition, the Analyst develops and delivers clear, data-informed presentations and reports that support leadership decision-making, policy development, and operational improvements. By continuously monitoring program performance metrics—such as lease-up rates, per-unit costs, and attrition—the position helps identify risks, opportunities, and strategies to enhance outcomes for current and future residents and participants. This role ensures that CDA programs not only remain compliant with federal requirements but also operate at a high level of performance, maximizing impact across the CDA portfolio.

11. Position Summary:

Provide advanced administrative and program coordination support for the implementation of federal housing assistance programs administered by the Community Development Authority (CDA), with a strong emphasis on data analysis, reporting, and policy application. Analyze program data to support voucher utilization, track performance metrics, and inform continuous improvement efforts. Develop and deliver clear, data-driven presentations and communications for program managers, community advocates, housing partners, and other stakeholders.

Apply independent judgment in interpreting and implementing program policies, procedures, and regulatory requirements, ensuring accuracy and consistency across cases. Synthesize complex information into accessible formats, supporting both internal decision-making and external engagement. Maintain responsibility for coordinating multiple ongoing projects, leveraging data tools to monitor progress and outcomes. Exercise discretion and analytical problem-solving in diverse, high-contact situations. Work is performed under the general supervision of the Client Services Manager.

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

70% A. Housing Choice Voucher Program Utilization and Financial Management

1. Analyze program utilization, leasing trends, and funding levels using HUD tools, including the Two-Year Tool (TYT) projection model, to support effective Housing Choice Voucher (HCV) program management.
2. Conduct data-driven analysis to inform voucher issuance levels, ensuring alignment with budget authority, leasing targets, and projected expenditures.
3. Evaluate and recommend payment standard adjustments based on market conditions, utilization rates, and funding projections to promote full and efficient use of available resources.
4. Develop and maintain dashboards, reports, and forecasting models to monitor program performance, including lease-up rates, attrition, and per-unit costs.
5. Prepare and deliver presentations to leadership that clearly communicate program status, funding projections, risks, and policy recommendations.
6. Interpret and apply federal regulations, HUD guidance, and local policies to ensure compliance while optimizing program outcomes.
7. Support the Admissions and Eligibility Team to Manage and evaluate waitlist strategies, including opening/closing lists and selection methodologies, to support leasing targets and equitable access.
8. Create tools and materials to simplify the voucher program elements for program stakeholders (i.e., housing specialists, voucher holders, and landlords)
9. Monitor and respond to program trends, stakeholder feedback, and operational challenges, using analytical insights to drive continuous improvement and maximize budget utilization.

10. Complete HUD program reporting requirements including but not limited to Voucher Management System (VMS), Electronic Voucher Management System (EVMS), and Housing Information Portal (HIP).

30% B. Building Performance and Occupancy

1. Monitor building occupancy and unit turnover within buildings supporting by the Public Housing program, Project-Based Voucher program, and Project-Based Section 8.
2. Calculate utility allowances for HUD program purposes.
3. Identify trends in building occupancy.
4. Identify energy consumption trends and support energy cost modeling and utility cost projection.
5. Present data to program managers and site staff to support improved building operations.
6. Develop and maintain dashboards, reports, and forecasting models to monitor program performance, including lease-up rates, attrition, and per-unit costs.

13. Primary knowledge, skills and abilities required:

- Ability to work independently while applying data and program analysis techniques.
- Advanced knowledge of Excel and other data analysis software—including Power BI.
- Ability to understand and implement federal housing principles, programs, practices, criteria and terminology. Working knowledge of business and public administration practices and principles. Ability to interpret and apply federal, state and local laws, rules and regulations. Ability to make decisions within policy constraints and to interpret policy and regulations to others.
- Strong ability to compile and evaluate data, prepare reports and interpret and utilize related technical data and materials.
- Knowledge of basic accounting practices. Ability to develop financial and statistical reports. Ability to perform mathematical computations and to maintain accounting-type records.
- Ability to present complex performance information concisely through presentations, charts, and memos
- Ability to utilize database software and to utilize on-line communication and reporting systems.
- Ability to establish effective working relationships with co-workers.
- Ability to establish and maintain filing and recordkeeping systems.
- Ability to communicate effectively both orally and in writing. Ability to follow written and oral instructions.
- Ability to perform detail-oriented tasks, meet deadlines and due dates; and ability to work under pressure and with interruptions.
- Ability to maintain adequate attendance.

14. Special tools and equipment required:

Computer, multi-line phone system, multifunctional machines (fax/printer/scanner/copier)

15. Required licenses and/or registration:

Must complete HCV Training on HCV Utilization within 6 months of appointment.

16. Physical requirements:

- Ability to work in a stressful environment
- Ability to sit or stand for long periods of time
- Ability to lift file boxes weighting up to 40 pounds.

17. Supervision received (level and type):

General supervision provided by the Admissions & Eligibility Supervisor.

18. 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).

19. 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

20. 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

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeeenet/policies-procedures/position-descriptions.