



SAN RAFAEL

THE CITY WITH A MISSION

Homelessness and Housing Analyst

\$6,505 - \$7,906 per month

Plus excellent benefits

APPLICATION DEADLINE: *Apply by Friday, March 31, 2023, for first consideration*

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$120 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The City of San Rafael is recruiting for a Homelessness and Housing Analyst in our Community Development Department. The Homelessness and Housing Analyst will partner with other Community Development Department staff to implement, administer, and expand the City's housing and homelessness response program. On homelessness, the analyst will oversee and evaluate the City's contracts, partnerships, and safety net programs, including access to shelter and housing, food and health services, case management, workforce development and more. Regarding housing, the analyst will assist with program and policy evaluation, research housing policies, analyze local data, support community outreach, and seek funding and partnerships.

This is a professional-level classification that performs complex analytical duties in the implementation, administration, and expansion of the City's housing and homelessness response program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *This list is meant to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.*

- Work with other City departments, outside agencies, non-profits, community leaders, and engaged citizen organizations to address housing quality issues and homelessness response in a collaborative way.
- Assess service needs of the target special needs populations, such as chronically homeless individuals, transition-age youth, etc.
- Plan and develop programs based on identified needs, funding availability, and discussions with community agencies.
- Work with City staff to provide referrals and social support program options.
- Plan and develop public information campaigns to encourage support for and participation in City-sponsored and community-based programs.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve.
- Assists with identification, securing, and oversight of federal, state, and local funding resources for housing and human services, such as HOME Investment Partnership Program and Community Development Block Grant (CDBG) Program.
- Assist in administration of the Affordable Housing Trust Fund and the collection of in-lieu fees.
- Monitor Below Market Rate (BMR) housing agreements.
- Analyze housing inspection observations and other data sources to develop policy that increases the safety and quality of housing in San Rafael.
- Develop and present reports to decision makers and stakeholders.
- Provide public outreach, with particular attention to reaching underrepresented groups.
- Work with consultants and vendors and oversee related timelines and outcomes.
- Assist in the development and implementation of the City's Housing Element and other planning reports.
- Perform related duties.

KNOWLEDGE OF/ABILITY TO:

- Social, economic, health and safety issues facing high-risk populations and the dynamics of human behavior.
- Data collection and needs assessment methods.
- Consensus building and conflict resolution techniques.
- Federal, state and municipal laws and regulations governing housing and community development projects and programs, and related supportive services, and federal, state, and private funding techniques.
- Monitoring and assessment techniques, contract compliance and auditing, project development and management, and interpretation of program regulations.
- Plan, organize, and coordinate a variety of contractors, partners and collaborators.
- Identify innovative strategies for addressing affordable housing and homeless programs.
- Apply an equity lens in evaluating potential and existing policies and strategies.
- Develop and present ideas to decision makers that are data-driven and evaluated through measurable outcomes.
- Analyze the costs and benefits of policies and programs.
- Establish and maintain effective working relationships with those encountered in the course of the work.

LANGUAGE/MATHEMATICAL/REASONING SKILLS:

- Ability to read, analyze, and interpret technical procedures and governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from managers, officials, and the public.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as percentages, ratios, and proportions to practical situations.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the required knowledge skills, and abilities may qualify. A typical way to obtain the knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills, and abilities is:

- Equivalent to graduation from a four-year college or university with major coursework in public administration, public health, sociology, housing, or a related field, **AND**
- Four (4) years of experience in community organization, program monitoring and evaluation, or the development and delivery of housing, homeless, and human services programs, including two (2) years managing complex projects.
- Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid California Driver's License by the date of appointment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Vision abilities required include close vision, distance vision, and ability adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions, occasionally uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check/fingerprinting, and drug screen. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to apply via CalOpps: <https://www.calopps.org/san-rafael/job-20358054>

For more information about the City of San Rafael, please visit www.cityofsanrafael.org

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.