



Board Report

File #: BC 23-032, **Version:** 1

Support the request to:

- a. Amend the Housing and Community Development Department (HCD) Budget Unit Administration, 001-3100-8542-HCD001 to reallocate of one (1) filled Full Time Equivalent (FTE) Redevelopment and Housing Project Analyst I to one (1) FTE Redevelopment and Housing Project Analyst II; and
- b. Authorize the Auditor-Controller, and County Administrative Office to incorporate the position changes in the FY 2022-23 Housing and Community Development Department Adopted Budget, 001-3100-8542-HCD001; and
- c. Direct Human Resources to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Budget Committee support the request to:

- a. Amend the Housing and Community Development Department (HCD) Budget Unit Administration, 001-3100-8542-HCD001 to reallocate of one (1) filled FTE Redevelopment and Housing Project Analyst I to one (1) FTE Redevelopment and Housing Project Analyst II; and
- b. Authorize the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2022-23 Housing and Community Development Department Adopted Budget, 001-3100-8542-HCD001.
- c. Direct Human Resources to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Department requests the reallocation of one (1) filled FTE Redevelopment and Housing Project Analyst I to one (1) FTE Redevelopment and Housing Project Analyst II, as indicated in Attachment A. The tasks and duties of the newly reallocated Redevelopment and Housing Project Analyst II would be at a 1.0 FTE position. Key duties would include preparing notes, deeds of trust, trust agreements and other instruments; the administration and monitoring of contracts, regulatory agreements, and related documents; reviewing contract performance to determine project progress and compliance; reviewing reimbursement requests and recommendations; and providing technical assistance to borrowers, contractors and grantees regarding administration, operations, and program development, pursuant to contracts in effect. The position would also include the writing and presenting of plans, reports, analyses, agenda items, recommendations and general information to citizen and neighborhood advisory committees and other housing related committees or groups, local government entities or in other public forums.

Approval of this resolution will reallocate one (1) filled Redevelopment and Housing Project Analyst I to one (1) FTE Redevelopment and Housing Project Analyst II. Not reallocating the position at this time will have impact on the services available to the residents. The housing crisis has created a need for more technically skilled positions to ensure the County is providing the housing services its residents need. The Redevelopment and Housing Project Analyst II will be able to provide the baseline services of the Redevelopment and Housing Project Analyst I but also provide additional analytics for developing programs to house residents.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the Request to Classify and supports the recommendations.

FINANCING:

The position of Redevelopment and Housing Analyst II will replace the Redevelopment and Housing Analyst I position that is currently filled. The Redevelopment and Housing Analyst I position is a full-time position with a salary range of \$69,048 - \$94,296. The Redevelopment and Housing Analyst II position would be a full-time position with a salary range of \$79,380 - \$108,432, resulting in annualized increase of \$14,136. This will result in a 15% increase in salary cost. The additional cost will be absorbed within the Department by immediate salary savings due to current vacancies. In Fiscal Year 2023-24, the increased cost will be absorbed through an increase in reimbursements for administrative costs from the departments housing funds.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The request supports the Board of Supervisors' Administration Initiatives by facilitating the clear and efficient use of staff time and allocation of staff salary budget.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

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Approved by: Erik Lundquist, Director, HCD, 755-5285

The following attachments are on file with the Budget Committee:

Attachment A - Reallocate Position

Attachment B - Proposed and Existing Org Chart