



## Staff Reports

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**File #:** 1929-2019, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Jennifer Brizel, Director of Human Resources

**Prepared By:** MJ, Tueros, Human Resources Manager

**TITLE:**

Classification Specification for Rental Assistance Program Supervisor

**RECOMMENDED ACTION:**

Adopt a resolution Amending the City Classification Plan by Adopting Classification Specification Revisions for Rental Assistance Program Supervisor.

**DISCUSSION:**

The Human Resources Department and Community Development and have reviewed the Rental Assistance Program Supervisor classification specification in order to ensure that it accurately describes the full scope of the role as the department prepares for an upcoming recruitment.

Since the classification was last modified nine years ago, there have been changes to processes, programs, systems, and organizations that work collaboratively with our Housing Division to provide rental assistance to our citizens. In the current classification, those programs are listed out, including Section 8, Housing Choice Voucher, Moderate Rehabilitation, Homeless Prevention, Rapid Re-Housing, Shelter Plus Care, and Mainstream programs. It is still the role of the Rental Assistance Program Supervisor to monitor these rental assistance programs, activities and projects. However, many of these programs have changed their name, no longer exist, or have merged. As a result, the department wishes that the Rental Assistance Program Supervisor class specification be modified to reflect the changes within the field.

A change to the classification specification will provide clarity to applicants and assist in outreach with candidates during our upcoming recruitment process. In order to attract a broader, more diverse candidate pool, the Community Development and Human Resource Departments have collaborated in order to form a more accurate classification specification that meets the current and potential future needs of the Housing Division.

A salary study was also conducted and showed that the current salary was within our +/-5% citywide market threshold. No salary adjustment is needed at this time.

The employee bargaining group was provided an opportunity to review and provide input on the recommendations.

The Commission recommended the attached changes to the class specification at their meeting on

June 17, 2019.

**FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the City budget.

**CEQA:**

The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1- Resolution

EX A - Rental Assistance Program Supervisor Classification Specification

**NOTIFICATION:**

Bargaining Unit - AMP

Department Directors and Managers