



Staff Reports

File #: 1838-2019, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Jennifer Brizel, Human Resources Director

Prepared By: Jennifer Brizel, Human Resources Director

TITLE:

Classification Specification and Salary Range for Housing Manager

RECOMMENDED ACTION:

Adopt a resolution Amending the City Classification Plan by Adopting Classification Specification Revisions and New Salary Range for Housing Manager.

DISCUSSION:

The Human Resources Department, Community Development Department and City Manager's Office assessed the role of the Housing Manager as compared to the scope defined within the current class description as well as organizational and regional priorities for housing services and determined it was necessary to reestablish the job assignments based on the existing needs of the organization.

The Housing Manager is responsible for the overall management of the City's Housing Division and the Housing Authority (which provides housing services countywide). The Housing Program management includes responsibility for the day-to-day operations of numerous affordable housing programs, including managing multimillion dollar housing budgets, understanding complex Federal and State regulations, and making funding, policy, and programmatic recommendations to the City Manager and Council for the development of affordable housing. The Housing Manager is the lead role representing the City in the community's homeless system redesign.

The Housing Manager oversees the work of professional and technical support staff in the administration of the Housing Division for a variety of housing programs countywide, including the Section 8 Housing Rental Assistance Program, CDBG Program, Housing Rehabilitation Programs and affordable housing monitoring in compliance with the state and federal government.

The role of the Housing Manager also focuses on the development and implementation of affordable housing projects, including selecting projects, coordinating with various funders such as the County, State, private lenders and performs loan underwriting, makes funding recommendations to the City Manager and City Council/Housing Authority Board, and acts as the project's liaison as the project goes through entitlements, then further approves loan disbursements.

Our community is heavily focused on meeting the needs of our homeless population. The Housing Manager serves as the City's representative for the community's redesigned, housing-focused

homeless system. The Housing Manager engages in collaboration with the County, developers and community non-profit service providers to maximize housing opportunities for the homeless population within Napa County. In reviewing the external market comparisons for the Housing Manager, it was found that the City of Napa is at a market disadvantage. The salary disparity for this role is over 15% below the market rate. In order to ensure competitiveness for this uniquely skilled role now and in the future, it is recommended to align the salary with the existing market and with the City's internal equity structure to Salary Range 5500, \$156,000 annually. The recommended salary aligns with the market rate as shown in Exhibit B. The comparisons used focused on those agencies with broad scopes of authority (countywide or multiple-agency authority, multiple program authority, and serving as assistant executor, etc.)

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

The Civil Service Commission recommended the proposed revision 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 - Proposed Classification Specification Revision for Housing Manager

Ex B - Housing Manager Salary Analysis

NOTIFICATION:

Department Directors and Managers