



**County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501**

Date: October 23, 2018

To: John Ford, Director of Planning and Building

From: Human Resources Department

Subject: Classification Review Request - Deallocating the Housing and Community Programs Specialist position and allocation of a Program Coordinator position in budget unit 282

Based on the information provided in your request and Human Resources discussion with the Planning and Building Department, Human Resources recommends the proposed allocation of a Program Coordinator position would appropriately meet the needs outlined in the Classification Review Request dated October 12, 2018. You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

- "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Program Coordinator position (salary range 421, class 1425) in budget unit 282 effective (either immediately, beginning of the bi-weekly pay period following approval or specific date). *(4/5 vote required)*
- "Approve the deallocation of the Housing and Community Programs Specialist position (salary range 368, class 0647) in budget unit 282. *(4/5 vote required)*

If you have any questions, please feel free to contact Human Resources at 707/476-2349.

Attachment: Classification Review Request from Planning – dated October 12, 2018
Job specification for Housing and Community Programs Specialist
Job specification for Program Coordinator

cc: Bob Russell, Assistant Director of Planning and Building
Paula Mushrush, Administrative Services Manager

CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Human Resources prior to the effective date of the new allocation.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Planning and Building Date: 10/12/18

Division/Unit/Location of new position: 282 – Long Range Planning

Name of contact person: Paula Mushrush

Position status (check one) Regular Grant Other

If position is in a new grant or program, explain the general purpose or function of the program:
NEW: Someone to manage the Housing and other Grant Programs

Anticipated Start date: 12/3/18 Duration of grant: N/A

FTE of new positon: 1.0 Budget unit: 282

Name and title of person supervising this position:
Paula Mushrush, Administrative Service Manager

Name and title of anyone currently in your department performing the same or similar duties:
None – except Paula

Please list the primary duties of this position:

Grant application packaging; grant administration including fiscal tracking, reporting, environmental, regulatory interpretation

Homebuyer and Fix Up Programs for lower income people including income verification, escrow management, loan document preparation and recording, filing and conveyance of liens.

Trust Management. Manage \$22,000,000 in receivables including complex regulations covering the expenditures and receipts of those funds.

Add any additional information, which might be useful for this review:
Prior to a July 2018, this was done by a Community Development Specialist. This job was set up to be a Loan Portfolio coordinator, who only did homebuyer/fix-up loans, with an involved manager doing most administration and trust management. But when being set up the Community Development Services Business Manager proposed it they changed the name without changing the description. It used to be a Program Manager and the job description is much more inclusive of the above work.

Department head signature [Signature] Date: 10/12/18

HOUSING AND COMMUNITY PROGRAMS SPECIALISTDEFINITION

Under general supervision, performs technical and analytical duties and responsibilities related to affordable housing, community services and community development programs, projects, and activities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a skilled administrative and support class that coordinates, markets, and issues programs related to affordable housing, community services and community development programs, projects, and activities. Incumbents typically prepare, process, and recommend approval of housing rehabilitation or first-time homebuyer loans and other community development programs, collects and prepares data, completes reports and monitors activities for related projects and programs.

EXAMPLES OF DUTIES (Illustrative Only)

- Seeks out and informs applicants regarding the housing rehabilitation and first-time homebuyer loan programs.
- Reviews loan applications and screens applicants for program eligibility.
- Prepares, processes and recommends approval of housing rehabilitation or first-time homebuyer loans.
- Determines appropriate funding sources from multiple grant and trust funds.
- Arranges for necessary appraisals and inspections.
- Prepares bid documents and sends them to applicable contractors.
- Assists homeowners in selection of contractors and prepares contract for signatures.
- Prepares loan documentation and performs loan servicing duties.
- Coordinates and monitors escrow process.
- Monitors and manages County housing and community development loan portfolio.
- Performs site inspections as necessary.
- Prepares monthly bills for applicable loans.
- Works with borrower and County Counsel regarding out of compliance loans.
- Prepares a variety of reports, correspondence and written materials.
- Maintains records of program activities and client caseloads.

QUALIFICATIONS

Knowledge of:

Current principles and practices of real estate lending and basic loan accounting.
Current fair lending practices.
General knowledge of government affordable housing, community development and social services programs.
Research and analytical techniques.
Techniques of interviewing and information gathering.
Means of marketing and public promotion.
Modern office practices, methods and procedures.
Basic record keeping practices and procedures.
Basic mathematics.

Skill in:

Collecting, evaluating and interpreting information and data.
Preparing loan applications and monitoring the escrow process.
Preparing comprehensive reports, forms, correspondence and other written materials.
Interpreting laws, regulations, policies and procedures.
Performing thorough and accurate housing inspections.
Representing the County effectively in meetings with applicants, local contractors and other members of the public.
Exercising sound judgment within established policy guidelines.
Coordinating multiple projects and meeting critical deadlines.
Maintaining accurate files and records.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California driver's license. Must be able to attain California Department of Public Health certification as a Lead Inspector/Assessor within 6 months of employment and certification as a California Notary within 6 months of employment.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Two years of experience as a loan officer or assistant in a lending institution or government housing or community development loan program, or as a title/escrow officer or assistant handling the more complex real estate cases.

PROGRAM COORDINATOR

DEFINITION

Under direction, plans, develops and implements a specialized program; prepares and monitors program budget and requests for funding; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the effective implementation of a single specialized program or multiple routine programs. Responsibilities include developing program guidelines and plans, identifying and securing grant funding as appropriate, developing staffing and budget proposals and planning, assigning and reviewing the work of staff to implement the program.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, develops and administers program policies and procedures.
- Identifies sources of program funding; prepares grant applications; works with foundations and local funding sources to secure funding.
- Develops annual and multi-year plans and budgets for assigned program(s).
- Reviews and interprets legislation, codes and regulations and ensures program compliance.
- Conforms with administrative requirements to obtain and administer funding; administers and approves expenditure of funds; identifies necessary resources and prepares annual plans.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Trains staff in program and County policies and procedures; schedules work and approves leaves.
- Evaluates employee performance, counsels employees and effectively recommends disciplinary action and other personnel decisions.
- Works with a variety of community organizations and individuals to arrange and coordinate services and solicit support.
- Confers with managers and staff in other departments and agencies to coordinate activities and resolve issues related to the program.
- Makes presentations to community groups and organizations regarding programs, services and activities.

- Attends various meetings, committees and conferences related to program goals and objectives.
- Directs the maintenance of and/or maintains accurate records and files; prepares reports, correspondence, and a variety of written materials.

QUALIFICATIONS

Knowledge of:

Supervisory principles and practices, including work planning, selection, evaluation and employee training and discipline.

Principles of program management, including budgeting.

Principles of program evaluation.

Applicable laws, codes, regulations and policies.

Basic business data processing principles.

Principles of recordkeeping and report preparation.

Functions and activities of the program to which assigned.

Skill in:

Planning, assigning, supervising, reviewing and evaluating the work of staff.

Training staff in work procedures.

Developing and evaluating program goals, procedures, standards and methods based on legislative and administrative requirements.

Interpreting and applying codes and regulations.

Preparing effective reports, correspondence and other written materials.

Maintaining accurate records and files.

Exercising independent judgment within established policy guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Coordinating multiple projects and meeting critical deadlines.

Preparing and monitoring a program and/or departmental budget.

Other Requirements:

Must possess a valid California driver's license. Designated positions may require specific educational attainments or certifications depending on the nature of the program.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in public administration, business management or other related field depending on the assignment, and three years of experience managing, coordinating or providing services in a program related to the assignment.