



AGENDA ITEM NO.
C-13

COUNTY OF HUMBOLDT

For the meeting of: January 14, 2013

Date: December 3, 2013

To: Board of Supervisors

From: Kevin R. Hamblin, Director Planning and Building Department *KRH*

Subject: Adopt new classification for Housing and Community Programs Specialist (class number 0647, salary range 352, position 01) and allocate new position in Budget Unit 282

RECOMMENDATIONS:

That the Board of Supervisors:

1. Adopt the new classification of Housing and Community Programs Specialist (class number 0647, salary range 352, employer unit 01) into the classification plan; and
2. Allocate one full-time Housing and Community Specialist (class number 0647, salary range 352) position into budget unit 282.

SOURCE OF FUNDING:

The Funding comes from Planning and Building Department, Housing Division Community Development Block Grant and Program Income funds in budget unit 282.

DISCUSSION:

In November 2008 a part-time extra help Administrative Analyst was hired in what was then

Prepared by *Norma S. Lorenzo*
Norma S Lorenzo, Business Manager

CAO Approval *Amy Olsen*

REVIEW: Auditor *WBM* County Counsel *DS* Personnel *DS* Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:
 Board Order No. _____
 Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor *Bass*
 Seconded by Supervisor *Fennell*
 Ayes *Sundberg, Lovelace, Bohn, Fennell, Bass*
 Nays _____
 Abstain _____
 Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Jan. 14, 2014*
 By: *Kathy Hayes*
 Kathy Hayes, Clerk of the Board

the Community Development Services, Economic Development Division. This position was expected to be temporary in assisting with computerizing loan accounts in the County's First-time Homebuyer (FTHB) and Owner-Occupied Rehabilitation (OOR) programs. Since that time an extra help Administrative Analyst has continued in this capacity, adding participant eligibility determinations, loan and escrow documents processing, monitoring and FTHB inspections to the duties.

On April 30, 2013 the Planning and Building Department requested a Classification Review from the Human Resources Department. This request was submitted to determine the appropriate classification and salary range to assist the Planning and Building Department in filling a regular position.

On December 2, 2013 the Human Resources Department completed their review and recommended the development of the new Housing and Community Programs Specialist. The purpose of the newly proposed position is to perform technical and analytical duties related to affordable housing, community services, and community development programs. These duties include determination of program eligibility; coordination of home inspections and contractor services; loan and escrow processing; monitoring and enforcing program compliance; and assisting applicants in navigating program procedures.

Therefore, based on the duties and responsibilities described above, and the December 2, 2013 classification review from the Human Resources Department (Attachment 1), it is recommended that the Board support this request to adopt the proposed classification of Housing and Community Programs Specialist, and allocate one full-time position to the Planning and Building Department, Housing Division (class 0647, salary range 352, unit 01).

FINANCIAL IMPACT:

Estimated costs of compensation for the new position for the remainder of Fiscal Year 2013-14 is detailed below. Unexpended extra help funds budgeted in 1100-282-1400 will be used to cover most of this expense in this fiscal year.

Salary	\$16,154.00
Fringe	<u>\$ 4,523.00</u>
Total	\$20,677.00

Costs of salary and benefits for ensuing years is estimated to be:

Salary	\$38,182.00
Fringe	<u>\$10,691.00</u>
Total	\$48,873.00

Costs will be covered 100% by Planning and Building Department, Housing Division, budget unit 282 from Community Development Block Grant, HOME, and Program Income funds.

OTHER AGENCY INVOLVEMENT:

Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for the Housing and Community Program Specialist classification. Denying this request is not recommended as it would create the potential for continuing the extra help employee for an unacceptable length of time, or an employee working out of class.

ATTACHMENTS:

Attachment 1: Human Resources Department Classification Review dated December 2, 2013

ATTACHMENT 1

**Personnel Department Classification Review
Dated December 2, 2013**



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



DATE: December 2, 2013

TO: Kevin R. Hamblin AICP, Director of Building and Planning

FROM: David Gauthier, Human Resources Analyst

SUBJECT: Classification review for a newly proposed position to perform technical and analytical duties and responsibilities related to affordable housing, community services, and community development programs.

At your request, the Human Resources Department has conducted a classification review of a newly proposed position to perform a variety of housing and community service related duties. The purpose of the review was to determine if development of a new class is appropriate, and if so, develop the specifications for that class.

Based upon the information provided in the related Job Analysis Questionnaire and subsequent discussions, the Human Resources Department recommends that the new job class of Housing & Community Programs Specialist be adopted into the classification plan. Currently, a County job classification does not exist that appropriately reflects the duties and functions of the proposed position.

The purpose of the newly proposed position is to perform technical and analytical duties related to affordable housing, community services, and community development programs. These duties include, but are not limited to program development and promotion; determination of program eligibility; determination of appropriate funding sources; coordination of home inspections and contractor services; loan and escrow processing; monitoring and enforcing program compliance; assisting applicants with navigating program procedures; receiving and recording loan payments; preparation of reports, correspondence, and written materials; maintenance of records and program activities; and community outreach.

The recommended salary range for this position is 352.

You will need to prepare a report to the Board of Supervisors with the following specific recommendations:

Human Resources
Phone 707-476-2349 Fax 707-445-7285
www.co.humboldt.ca.us/hr

Job Hotline
707-445-2357
www.co.humboldt.ca.us/jobs
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Risk Management
Phone 707-268-3669 Fax 707-268-2546
www.co.humboldt.ca.us/riskmanager

"That the Board of Supervisors:

- 1. Adopt the new classification of Housing and Community Programs Specialist (class number 0647, salary range 352, employer unit 01) into the classification plan; and**
- 2. Allocate one full-time Housing and Community Programs Specialist (class number 0647, salary range 352) position in budget unit 282**

effective immediately."

For informational purposes please include a copy of this report, along with the attached specifications for Housing and Community Programs Specialist, with your report to the Board of Supervisors.

If you have any questions, please feel free to contact me at 476-2349.

Attachment: Housing and Community Programs Specialist job class specifications

**Cc: Paula Mushrush
Norma Lorenzo**

Housing & Community Programs Specialist

DEFINITION

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 & community development loan portfolio;
- Performs site inspections as necessary;
- Prepares monthly bills for applicable loans;
- Works with borrower and County Council 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.