



Job Title: <u>Homeless Program Analyst</u>		Job Number:
Job Classification: <u>Office / Clerical</u>		4325
Reports to: Compliance Manager	Department: Housing and Community Development	Pay Grade: 220 Non-Exempt

PRIMARY DUTY: Under basic supervision, provides data analysis functions and technical support for the Continuum of Care (CoC) programs to assist the City’s homeless population for the Housing and Community Development (HCD) department. Performs technical and analytical functions in coordinating state and federal housing assistance programs for the Housing and Community Development (HCD) department; researches housing and development issues and administers housing programs according to state and federal regulations and city policies.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible to maintain the operation of the Homeless Management Information System (HMIS) database.
- Provides system training and technical support for all participating agencies.
- Responsible for the submission of timely and accurate data to HUD for the Annual Progress Report (APR) via e-snaps as well as other reports on various systems.
- Generate standardized reports and create customized reports to provide specific information upon request from various groups and organizations.
- Responsible for preparing program budget, developing goals and objectives, providing performance indicators, providing timelines and researching policies and relative historical data.
- Be able to read and interpret and analyze data.
- Working closely with Partner Agencies to correct and improve data quality.
- Integrate the needs of new programs on HMIS for data collection and reporting, and develop new data entry and reporting protocols.
- Oversight of all data elements in HMIS as set out by the HUD Data Standards. Responsible for ensuring universal data elements and Bed Inventory for any agency listed on the Housing Inventory Chart that is not an HMIS participating agency.
- Work cooperatively on the HUD grant application, Notice of Funding Availability, or “NOFA” for continued funding for the Continuum of Care and ensure compliance with all HUD requirements.
- Supports annual homeless count activities.
- Data entry of information into HMIS system.
- Assist in departmental development by: researching policies, writing reports, setting performance standards, conducting meetings, representing the department at public and private meetings, and preparing contractual agreements.
- Responsible for quarterly evaluation meetings and annual monitoring of CoC to improve performance and steward the grant funding appropriately.
- Monitor, evaluate and train agencies in diversion techniques the Coordinated Assessment System.
- Assist in the planning efforts, development, and coordination of the Continuum of Care’s goals and activities to comply with HUD guidelines of funding.
- Assist in the establishment of priorities for funding.
- Performs other duties as required or assigned.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Federal, state and local laws, rules and regulations governing homeless programs.
- Basic principles of record keeping and records management.
- Local community issues and regional community resources available to citizens.
- State and federal statutes, codes and regulations governing public sector accounting functions
- Grant-funded project management accounting systems and documentation standards.
- Methods, procedures and standards for public housing record keeping and records management.

Skill in:

- Interpreting and applying federal and state rules and regulations and City policies and procedures.
- Interpreting HUD, CDBG and other state and federal housing program regulations.
- Establishing and maintaining cooperative working relationships with City employees, other community development agencies and the general public.
- Operating a personal computer utilizing a variety of business and specialized software.
- Communicating effectively verbally and in writing.
- Analyzing grant program compliance issues, evaluating program requirements and making technical recommendations based on findings.
- Interpreting HUD, CDBG, HOME and other state and federal housing program regulations
- Establishing and maintaining cooperative working relationships with City employees, other community development agencies and the general public.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business or Public Administration is required; AND two years' experience in social services programs; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping - Applying pressure to an object with the fingers and palm.
 - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.

- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
 - Light work. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.
- The visual acuity requirements including color, depth perception and field vision:
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position:
 - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment; with some travel from site to site.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number