



#33

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

May 4, 1981

CITY MANAGER'S OFFICE
RECEIVED
MAY 4 1981

Housing Authority of the
City of Sacramento
Sacramento, CA 95814

Honorable Members in Session:

SUBJECT: Establishment of Classifications Pursuant to the
1981 Agency Budget and Management Report No. 3

SUMMARY

This is an addendum to the report dated April 27, 1981 regarding the establishment of classifications and salary ranges approved as part of the 1981 Agency Budget and Management Report No. 3.

Subsequent to the report, on April 28, 1981, the City Council and Board of Supervisors approved the Extension of the Interim Management Team for the Agency. The report included a recommendation that a new classification and pay range for the position of Director of Finance be established. In accordance with this recommendation, attached is a revised resolution for the subject report.

RECOMMENDATION

The staff recommends that the Housing Authority of the City of Sacramento adopt the attached resolution establishing classifications pursuant to the 1981 Agency Budget Management Report No. 3 and the Extension of the Interim Management Team for the Agency report.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Interim Executive Director

TRANSMITTAL TO COUNCIL:

Walter J. Slope
WALTER J. SLOPE, City Manager

Contact Person: Andy Plescia

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date *5/5/81*

RESOLUTION NO. HA- 81-042

Adopted by the Housing Authority of the City of Sacramento

May 5, 1981

ESTABLISHING CLASSIFICATIONS AND SALARY RANGES
PURSUANT TO THE 1981 AGENCY BUDGET
AND MANAGEMENT REPORT No. 3

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY
OF SACRAMENTO:

Section 1. Exempt Service. The following classifica-
tions are hereby established:

<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
Director of Administration	I	11A	\$2742-3338
Director of Housing	I	9	\$2425-2952
Director of Finance	I	11	\$2637-3210
Chief of Management	I	8	\$2386-2905
Personnel Officer	I	4	\$2093-2548

The Employer-Employee Relations Policy is hereby amended
to add the above referenced classifications to the Managerial and
Confidential Unit.

Section 2. Classified Service. The following classifica-
tions are hereby established:

<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
Programmer Analyst	II	25A	\$1903-2318
Programmer Trainee	II	8A	\$1281-1560
Personnel Technician	II	2A	\$1146-1395

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 5/5/81

The Employer-Employee Relations Policy is hereby amended to add the Programmer Analyst and Programmer Trainee classifications to the Administrative and Technical Unit, and the Personnel Technician classification to the Managerial and Confidential Unit.

CHAIRMAN

ATTEST:

SECRETARY

Sacramento Housing and Redevelopment Agency

DIRECTOR OF FINANCE

(\$2,637 - \$2,770 - \$2,909 - \$3,056 - \$3,210)

DEFINITION

To plan, direct and review centralized accounting and revenue collection, and to assist the Executive Director in coordinating the development, analysis and implementation of the annual Agency budget.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Administration.

Responsibilities include direct and indirect supervision of professional, technical and clerical staff.

EXAMPLES OF DUTIES

Develop and implement goals, objectives, policies and priorities.

Plan, organize, direct and control financial activities of the Agency, including Governing Board activities, budget planning, financial policy determination, economic forecasting, finance reporting, and audit compliance.

Prepare and present financial and administrative reports and resolutions to the Governing Board.

Represent the Executive Director before citizens and elected officials on financial and administrative matters of the Agency.

Review, approve and present the Finance Department's Annual Budget to the Executive Director and Governing Board.

Coordinate with the City Treasurer's office in financial areas requiring interface.

Direct the implementation and control of the Agency's annual operating and capital budgets.

Review and evaluate administrative and financial internal control systems and procedures of the Department and the Agency.

Direct the design, implementation and control of automated financial systems.

Prepare the annual operating and capital improvement budget; forecast Agency revenues, expenditures and year-end balances.

EXAMPLES OF DUTIES (continued)

Provide financial support and assistance to Agency departments.

Direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the Executive Director and Governing Board.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and methods of finance and administration, particularly in the areas of accounting, budgeting and auditing.

Modern office practices, procedures, methods and equipment.

Laws regulating the financial administration of public entities.

Budget preparation, program analyses, and revenue forecasting.

Principles and practices of organization, administration, budget and personnel management.

Ability to:

Develop and install sound accounting systems and procedures.

Prepare complex financial statements, reports and analyses.

Supervise, train and evaluate professional, technical and clerical staff.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Seven years of progressively responsible experience in accounting and financial work including considerable administrative and supervisory experience.

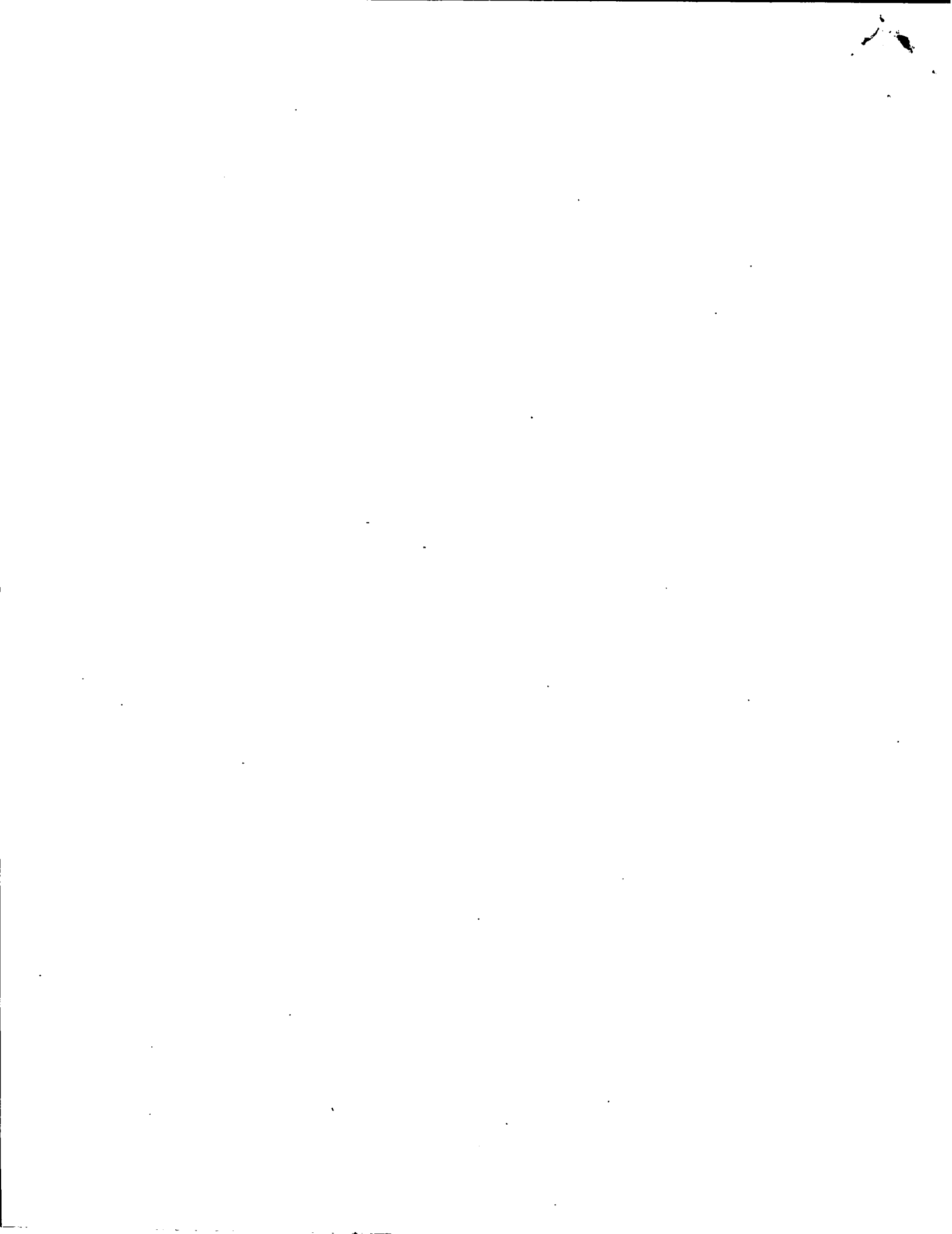
Education

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or business administration.

Director of Finance
Page Three

License or Certificate

Registration as a professional Certified Public Accountant
is desirable.





Agency Rpt - 33

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

April 28, 1981

CITY MANAGER'S OFFICE
RECEIVED
APR 29 1981

Housing Authority of the
City of Sacramento
Sacramento, CA 95814

Honorable Members in Session:

SUBJECT: Establishment of Classifications Pursuant to the
1981 Agency Budget and Management Report No. 3

SUMMARY

Attached is a resolution: (1) establishing classifications and salary ranges as approved in the 1981 Agency Budget and Management Report No. 3; and (2) amending the Employer-Employee Relations Policy to add these classifications to the proper representation units.

BACKGROUND

The 1981 Agency Budget adopted on January 20, 1981, and Management Report No. 3, adopted on March 17, 1981, approved certain classifications necessary for implementation of the newly established organizational structure for the Sacramento Housing and Redevelopment Agency. These classifications include Director of Administration, Director of Housing, Chief of Management, Personnel Officer, Programmer Analyst, Programmer Trainee and Personnel Technician.

The classifications of Director of Administration, Director of Housing, Chief of Management, and Personnel Officer will be placed in the exempt service. The Programmer Analyst, Programmer Trainee and Personnel Technician classifications are properly assigned to the classified service.

FINANCIAL DATA

Funding for the classifications listed herein was approved by the governing boards in the 1981 Agency Budget adopted on January 20, 1981 and the amendments thereto adopted on March 17, 1981.

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date _____

5-5-81
All Districts

(1)

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
Page Two

April 28, 1981

VOTE AND RECOMMENDATION OF COMMISSION

It is anticipated that at its meeting of May 4, 1981, the Sacramento Housing and Redevelopment Commission will adopt a motion recommending that you take the above-mentioned action. In the event they fail to do so, you will be advised prior to your May 5, 1981 meeting.

RECOMMENDATION

The staff recommends that the Housing Authority of the City of Sacramento adopt the attached Resolution establishing classifications pursuant to the 1981 Agency Budget and Management Report No. 3.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Interim Executive Director

TRANSMITTAL TO COUNCIL:

Walter J. Slife

WALTER J. SLIFE
City Manager

Contact Person: Andy Plescia

RESOLUTION NO. HA-10000

Adopted by the Housing Authority of the City of Sacramento

May 5, 1981

ESTABLISHING CLASSIFICATIONS AND SALARY RANGES
PURSUANT TO THE 1981 AGENCY BUDGET
AND MANAGEMENT REPORT #3

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF
SACRAMENTO:

Section 1. Exempt Service. The following classifica-
tions are hereby established:

<u>Class Title</u>	<u>Salary Schedule No.</u>	<u>Range No.</u>	<u>Approx. Monthly Salary Range</u>
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to add the above referenced classifications to the Managerial and
Confidential Unit.

Section 2. Classified Service. The following classifica-
tions are hereby established:

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Personnel Technician	II	2A	\$1146-1395

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date _____

The Employer-Employee Relations Policy is hereby amended to add the Programmer Analyst and Programmer Trainee classifications to the Administrative and Technical Unit, and the Personnel Technician classification to the Managerial and Confidential Unit.

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CHAIRMAN

ATTEST:

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SECRETARY

DIRECTOR OF ADMINISTRATION

DEFINITION:

Administer the Agency divisions of Finance, Personnel, Agency Clerk and Central Services; coordinate support services for the Agency program functions; process Agency matters to the governing boards.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the Executive Director. Responsibilities include direct and indirect supervision of professional, technical and clerical staff.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to the following:

Plan, organize, direct and control the divisions of Finance, Personnel, Agency Clerk and Central Services.

Assist in the development and implementation of organizational goals, objectives, policies and priorities.

Coordinate with program departments on daily basis in order to provide adequate supportive services throughout the Agency.

Confer with department heads and employees regarding policy and procedure changes.

Analyze, interpret and apply policies and procedures.

Review and revise, as needed, Agency staff reports to be submitted to the governing boards.

Attend meetings of the Commission, Council and Board as a resource person for Agency items.

Provide information, as needed, to the Commission, governing boards and Executive Director relative to the Department of Administration.

Disseminate public information to the community and governing boards.

Coordinate with Federal and State agencies regarding financial assistance provided to the Agency.

Supervise and train staff.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, practices and techniques of public administration, organization and personnel management.

Principles, methods and practices of public finance, budgeting and accounting.

QUALIFICATIONS: (continued)

Knowledge of: (continued)

Applicable Federal, State and local laws, rules and regulations pertaining to local government operations.

Ability to:

Plan, organize, direct and control the activities of professional, technical and clerical staff.

Analyze a variety of complex administrative and organizational problems and to make sound policy and procedural recommendations.

Communicate clearly and concisely, orally and in writing. Properly interpret and make decisions in accordance with laws, regulations and policies.

Supervise and train assigned personnel.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible administrative experience, including two years in a supervisory capacity.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration or a closely related field.

DIRECTOR OF HOUSING

DEFINITION:

Administers and coordinates the functions of the Agency divisions of Housing Management, Housing Maintenance and Community Services.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the Executive Director. Responsibilities include direct and indirect supervision of professional, technical, maintenance and clerical staff.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include but are not limited to the following:

Plan, organize, direct and control the divisions of Housing Management, Housing Maintenance, and Community Services.

Assist in the development and implementation of organizational goals, objectives, policies and priorities.

Coordinate services provided by the Housing Department divisions in order to prevent duplication of effort.

Analyze, interpret and apply policies and procedures.

Confer with department heads, employees and housing residents regarding policy and procedure changes.

Attend meetings of the Commission, Council and Board, as needed, to provide information relative to the Department of Housing.

Supervise and participate in the preparation and administration of the department budget.

Respond to citizens' complaints and requests for information.

Supervise, train and evaluate staff.

Perform related duties as required.

QUALIFICATIONS:

Knowledge of:

Principles, practices and techniques of public housing administration, organization, budgeting and personnel management.

Service delivery programs and community resources directed toward low and moderate income populations.

Applicable Federal, State and local laws, rules and regulations pertaining to housing programs and community service operations.

Ability to:

Plan, organize, direct and control the activities of professional, technical, maintenance and clerical staff.

QUALIFICATIONS: (continued)

Ability to: (continued)

Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations.

Communicate clearly and concisely, orally and in writing. Properly interpret and make decisions in accordance with laws, regulations and policies.

Supervise and train assigned personnel.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in the management and administration of public housing programs, operations and activities, including two years in a supervisory capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration or a closely related social services field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

CHIEF OF MANAGEMENT

DEFINITION:

To plan, direct, supervise and coordinate the work of the Housing Management Division.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director of Housing. Responsibilities include direct and indirect supervision of professional, maintenance and clerical staff.

EXAMPLES OF DUTIES:

Depending upon assignments, duties may include but are not limited to the following:

Plan, organize, control and evaluate the functions and activities of the Housing Management Division, including the operation and maintenance of the housing projects and the delivery of client services.

Direct and participate in the development and implementation of departmental goals, objectives, policies and priorities.

Establish, improve, coordinate and oversee a plan for effective rent collection, eviction and transfer of residents.

Insure close coordination with the Housing Maintenance Division to provide upkeep and improvement of buildings and grounds, and with the Community Services Division to provide necessary social services for tenants.

Oversee all construction work and landscaping contracts to be performed in the housing projects' buildings or grounds.

Develop and maintain open communication and cooperation with housing project residents.

Prepare and administer the division budget.

Supervise, train and evaluate division personnel.

Perform related duties as required.

QUALIFICATIONS:

Knowledge of:

Principles, practices and techniques of public administration, organization, personnel and budget management.

Provisions of Federal, State and local laws, rules and ordinances relating to housing programs and operations.

Principles and practices of property management.

Principles of supervision.

QUALIFICATIONS: (continued)

Ability to:

Plan, organize, direct and control the work of professional, maintenance and clerical employees.

Exercise sound judgment, make decisions and take judicious action on problems arising in the field of tenant and community relations.

Establish and maintain effective relationships with employees, tenants and the general public.

Communicate clearly and concisely, orally and in writing.

Supervise and train assigned personnel.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in public housing management with at least two years in a supervisory capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university, with major coursework in public or business administration, social work, community organization or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

LICENSE OR CERTIFICATE:

Housing and Urban Development approved certification as a Public Housing Manager.

PERSONNEL OFFICER

DEFINITION:

To direct, supervise, assign and plan the activities of the Personnel Division of the Department of Administration, and to provide highly responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director of Administration. Responsibilities require the direct and indirect supervision of professional and/or technical and clerical personnel.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to the following:

Plan, organize and direct the activities of the Personnel Division.

Direct and/or coordinate, and supervise the recruitment and selection, classification and compensation plans, affirmative action plan, benefit administration, employee performance rating, training and orientation programs.

Prepare and recommend revisions and amendments to ordinances and resolutions relating to personnel matters.

Conduct special studies, prepare reports and make recommendations.

Supervise the administration of group insurance programs, workers' compensation and disability insurance.

Assist in labor negotiations and developing Memoranda of Understanding.

Prepare and administer the division budget.

Supervise, train and evaluate assigned personnel.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification, salary administration, benefit administration and labor relations.

Applicable Federal, State and local laws, regulations, ordinances and policies.

Administrative organization and management of the types and variety of positions common to local government organizations.

QUALIFICATIONS: (continued)

Ability to:

Plan, organize, assign and coordinate the activities of professional and/or technical and clerical staff.

Present ideas effectively orally and in writing.

Interpret and analyze laws, rules, regulations, ordinances and policies.

Supervise, train and evaluate subordinates.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years experience in all phases of a public personnel program, including two years in a supervisory capacity.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major study in business, public or personnel administration or a related field.

PROGRAMMER ANALYST

DEFINITION:

To perform a variety of technical work in the analysis, design, programming, testing, installation and maintenance of data processing systems, and to operate computer equipment as required.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the Director of Finance.
Incumbent gives direct supervision to other data processing personnel.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to the following:

- Maintain control of systems development.
- Conduct detailed analysis of user department requirements and develop new systems and procedures consistent with user department standards.
- Write programs based on system requirements; document programs.
- Design and prepare test data for proper testing of computer programs and develop system-program documentation for new systems prior to implementation.
- Test, debug and implement projects as they are developed for production.
- Identify and prepare time and cost estimates of proposed projects and applications.
- Meet with users to analyze their computer needs, determine new systems requirements or changes necessary to update existing systems; implement and maintain systems performing modifications as necessary.
- Write program specifications for new systems and program changes.
- Design forms for the data processing department and users including report layouts, input documents and data file layouts.
- Act as resource person for users in solving problems related to their data on the computer; suggest alternate methods of operation to users.
- Advise Agency staff in the development of statistical data.
- Develop and modify internal data processing standards and procedures as needed.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles of computer systems and procedures analysis and design.
- Principles and techniques of programming to data processing and programming documentation.

QUALIFICATIONS: (continued)

Knowledge of: (continued)

Use, capability, characteristics and limitations of computers and related equipment.

Governmental accounting principles and practices.

Records storage and handling techniques.

Ability to:

Conduct data processing systems and procedures analysis and feasibility studies.

Analyze data and develop logical solutions to problems.

Program problems for data processing.

Supervise subordinate personnel.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in computer programming applications including one year of systems analysis and design.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in computer science or a closely related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

LICENSE OR CERTIFICATE:

Certificate in Data Processing is desirable.

PROGRAMMER TRAINEE

DEFINITION:

Under close supervision to perform basic computer programming duties.

DISTINGUISHING CHARACTERISTICS:

This is the training class for the Data Processing programming career field. Incumbents work under close supervision of a skilled programmer and are expected to acquire skills necessary for the performance of basic programming duties.

SUPERVISION RECEIVED AND EXERCISED:

Close supervision is provided by the Programmer Analyst.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but not be limited to the following:

- Prepare flow charts.
- Create program logic diagrams of applications in preparation for programming and translate them into computer language.
- Prepare test data and tests, and debug each program.
- Document programs in accordance with established standards and procedures.
- Perform basic maintenance work on programs and related documentation and work with experienced systems personnel in order to learn all phases of general programming.
- Perform related work as required.

QUALIFICATIONS:

Knowledge of:

- Basic computer science and accounting techniques.
- Fundamental principles of electronic computer systems and operation of related data processing equipment.
- Governmental accounting principles and practices.
- Techniques of programming and coding for computer application.

Ability to:

- Think logically, analyze problems and develop solutions.
- Understand graphic representations of data processing logic processes.
- Prepare clear and concise written documentation.
- Learn all phases of general programming.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledges and abilities would be:

Experience:

None required.

Education:

College level courses in Computer Science (minimum of six (6) hours) and Accounting (minimum three (3) hours).

PERSONNEL TECHNICIAN

DEFINITION:

To perform a wide variety of para-professional personnel work in the areas of recruitment, selection, classification, compensation and related functions.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by a professional personnel position.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include, but are not limited to the following:

Assists in the design, development and preparation of examinations.

Organizes and schedules examination times, sites, proctor and interview panels.

Proctors written, performance and other examinations.

Contacts organizations and communications media to publicize recruitment.

Collects data from other agencies for salary and benefit comparisons.

Assists in performing classification studies.

Assists in the administration of special employment programs.

Assembles data, prepares reports and correspondence and maintains a variety of records and files.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Terminology, methods, techniques and practices of data collection, report writing and personnel administration.

Grammar, spelling, punctuation and modern English usage.

Advanced mathematics and statistical practices.

Ability to:

Understand, interpret and apply rules, regulations, laws and ordinances.

Communicate clearly and concisely, both orally and in writing.

Collect data and prepare reports and correspondence.

Interpret and edit written materials.

Follow oral and written instructions.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Education:

Two years of college level courses including courses in statistics and business administration.