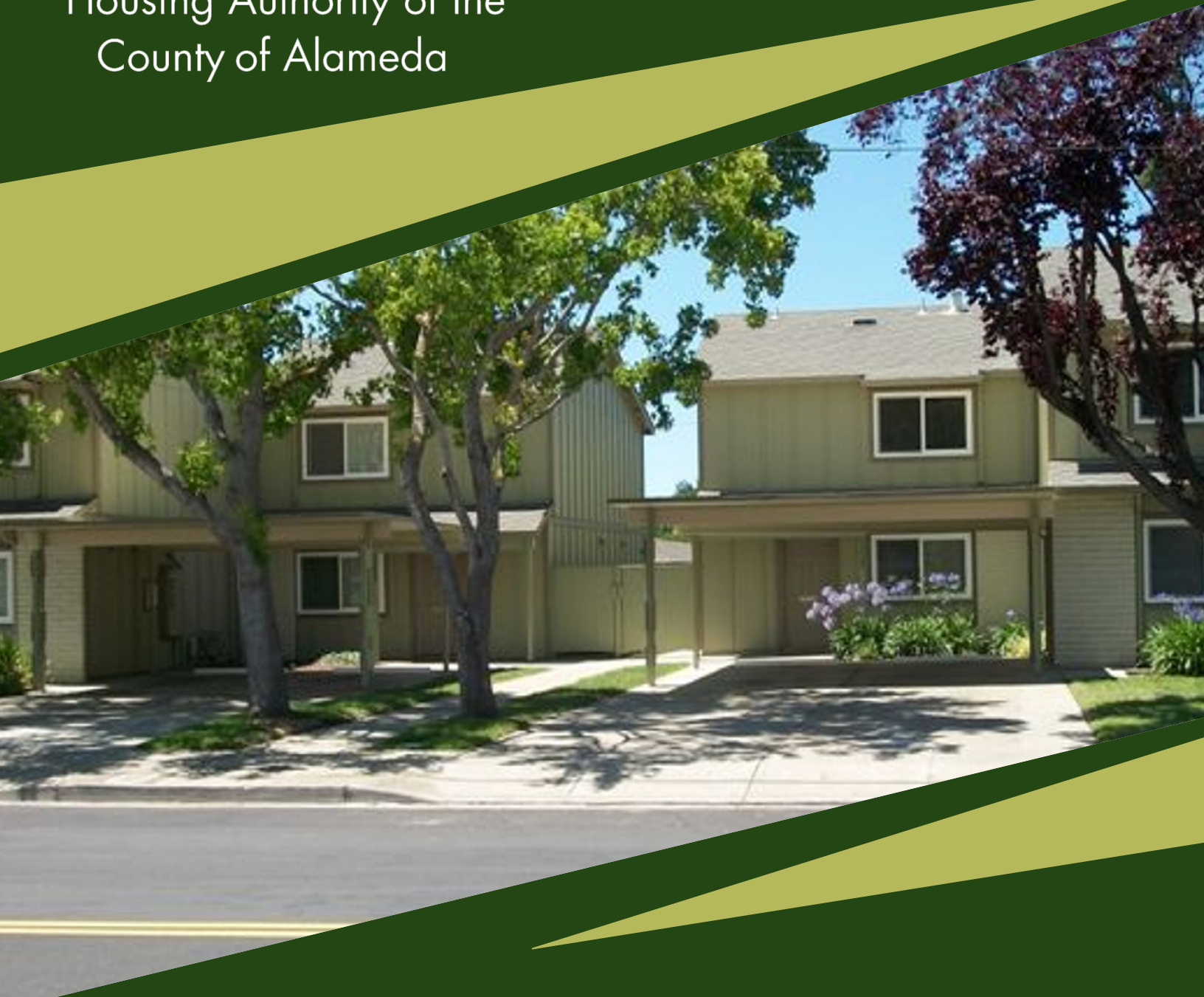




Housing Authority of the  
County of Alameda



# Administrative Analyst

Are you looking for a challenging administrative analyst position in an agency where you can grow your skills? The Housing Authority of the County of Alameda (HACA) is looking for a high-energy, detail orientated individual who can manage a diverse set of responsibilities. Come work in the heart of the San Francisco Bay area!



## THE POSITION

HACA is seeking a collaborative Administrative Analyst with strong administrative and organizational skills. Under direct supervision of the Senior Administrative Analyst, this position performs a wide range of high-level analytical, management and technical assignments supporting HACA operations and programs. The Administrative Analyst may also receive guidance from the Deputy Executive Director or Executive Director. The position does not directly supervise any employees.

Key responsibilities include:

- » Coordinate programs, policies, services, and projects for the agency, including Project-Based Voucher initiatives, waitlists, audits, and interagency work.
- » Ensure housing program operations comply with regulations.
- » Recommend and help implement new or updated programs, procedures, and technology.
- » Manage housing program data tracking, analysis, and reporting; prepare documents and presentations.
- » Respond to requests for agency information and reports.
- » Conduct research, evaluation, and analysis in housing development, operations, funding, policy, and management.
- » Organize and prepare grant applications.
- » Perform surveys and statistical analysis.
- » Represent the agency to public agencies, community organizations, and other stakeholders.
- » Serve as Section 504 Coordinator.
- » Provide analysis and prepare staff reports and materials for the Housing Commission.
- » Assist with agency functions such as submitting data to HUD, training, Section 504 grievances, reasonable accommodation requests, and regulation reviews.
- » Address sensitive interactions with clients, public, and stakeholders; recommend solutions.





## ■ THE COMMUNITY

Alameda County sits across the bay from the San Francisco peninsula, with Contra Costa County to the north and Santa Clara County to the south. With a population approaching 1.7 million, Alameda is the second largest county in the Bay Area and the seventh largest in the State. The county encompasses 14 incorporated cities and six unincorporated areas that span 738 square miles.



Alameda County occupies a large portion of the East Bay region, which has been the fastest growing in the San Francisco Bay area for more than two decades. The county is one of the most diverse regions in the entire country and East Bay has an ideal climate, a broad economic base, and a range of available housing and business opportunities.

Alameda County offers a rich array of cultural activities, including the Oakland Museum and the Oakland East Bay Symphony. The wine country of the inland Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for recreation, relaxation, and education. The University of California, Berkeley and California State University, East Bay are just two of the numerous distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible in Alameda County including the Oakland International Airport, the Bay Area Rapid Transit District (BART) system, and the San Francisco Bay ferry system. The Housing Authority's office, located in Hayward, is three blocks from a BART station.

To learn more, go to: <https://www.haca.net>



Housing Authority of the  
County of Alameda

### **Mission**

HACA's mission is to improve the stability and quality of life for low-income families, individuals with disabilities and seniors by providing affordable housing.

## THE HOUSING AUTHORITY

The Housing Authority of the County of Alameda (HACA) is located in the city of Hayward (HACA) and serves Albany, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro, Union City, and several unincorporated communities, including Castro Valley and San Lorenzo.

HACA is an independent governmental entity separate from the County of Alameda and is governed by a 12-member Housing Commission appointed by the Alameda County Board of Supervisors. The Housing Commission is comprised of one appointee from each city, one representative from the unincorporated area and two HACA residents.

HACA's contract with the U.S. Department of Housing and Urban Development (HUD) provides for over 7,000 Housing Choice Vouchers, including 395 Veterans Affairs Supportive Housing (VASH) vouchers and 289 Mainstream vouchers. Approximately 900 vouchers are project-based. HACA has an active Family Self-Sufficiency (FSS) program with 200 participants. In addition, it owns 15 non-HUD units.

HACA has created a non-profit instrumentality, PACH, which owns and manages affordable housing. PACH is managed by HACA and assumed ownership of 230 units of HACA's former Public Housing units, 72 of which are rental assistance demonstration units and 158 are included in the HCV project-based vouchers.

HACA works in partnership with Alameda County Health's Housing and Homeless Services Department to administer approximately 200 units, including Shelter Plus Care and other locally designed and funded programs.



## CHALLENGES and PRIORITIES

The thriving Bay Area economy has driven real estate values skyward. Alameda County, with its proximity to San Francisco, has been deeply affected. High property values quickly translated to high rents, making HACA's mission to provide affordable housing more important than ever.

The Bay Area's inflated rental housing market, as well as a supply of rental housing that has not kept up with continued demand, has created an environment of scarcity for voucher participants to find appropriate housing. HACA continues to work with HUD and other Bay Area housing authorities to keep fair market rents at competitive levels. At the same time, HACA cultivates solid relationships with existing rental property owners and outreach to create new partnerships.

As with all housing authorities, HACA continues to be challenged with insufficient federal funding as a result of prorated HCV administrative fees. In addition, the need for additional HCVs is extreme but HUD funding has not kept up with demand.



## ■ IDEAL CANDIDATE

The ideal candidate will have the ability to critically analyze information, identify and evaluate alternatives and make sound recommendations. The next Administrative Analyst should have excellent writing and oral presentation skills. The ideal candidate should know how to analyze and manage complex data sets and use independent judgment and initiative.

Multi-tasking with minimal supervision and adapting to changing priorities will be a critical part of the Administrative Analyst's role. The ideal candidate will be able to interpret and apply established rules and regulations and maintain detailed records. The successful candidate will quickly establish and maintain cooperative working relationships with coworkers and other partners they interact with.

## ■ EDUCATION and EXPERIENCE

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

Completion of a Bachelor's Degree from an accredited college or university with major course work in public administration, public policy, business administration, economics or a related field; and

Two (2) or more years of professional administrative and/or management experience working with public agencies, or other related industry, involving program and organizational analysis and administration

License. Possession of a valid California Motor Vehicle Driver's license.



## COMPENSATION and BENEFITS

The annual salary range for this position is **\$98,892- \$146,856**, dependent on experience and qualifications. A cost-of-living adjustment for the range is expected prior to the start date for this position. In addition, the Administrative Analyst may be eligible for a merit increase after one year of employment. Also, HACA offers an attractive benefits package including:

### RETIREMENT

- » Alameda County Employees' Retirement System (ACERA): New members participate in Tier IV with a benefit of 2.5% @ 67. Employees contribute approximately 9%.
- » HACA employees participate in the Social Security system.
- » Voluntary Deferred Compensation Plan (457 Retirement Savings Plan).

### HEALTH BENEFITS

- » Medical: Choice of plans offered by Kaiser or United Healthcare for employees and dependents. HACA pays 90% of premiums for Kaiser plans. Employees who have medical coverage through another source may choose to opt out of HACA's medical coverage and receive a stipend.
- » Dental: Choice of Delta Dental (PPO) or Delta Care (HMO) HACA pays 100% of the premium for employee and dependents.
- » Vision: HACA pays 100% of employee's premiums. Employees pay for dependent coverage.
- » Flexible spending account: Employees can elect an annual amount up to \$3,300 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- » Employee Assistance Program: 100% HACA paid.

### LEAVE BENEFITS

- » Vacation: Accrues at varying rates for full-time employees. The beginning accrual rate is 120 hours per year for the first three years, increasing with tenure. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- » Holidays: 14 paid holidays per calendar year. HACA also provides up to 5 floating holidays per fiscal year.
- » Sick Leave: Accrued at the rate of 104 hours per year.
- » Kin Care Leave: Up to 60 hours of accrued sick leave may be used for the care of eligible family members per calendar year.

### FRINGE BENEFITS

- » Life Insurance: Group term life insurance with premium paid by HACA. Employees are eligible the first day of the month following hire date.
- » Management Flexible Benefit: Up to \$2,300 per calendar year in either taxable or non-taxable reimbursements for eligible purchases.
- » 9/80 Work Schedule and Flexible Working Hours: HACA offices are closed every other Friday. In order to work 80 hours in each pay period, management employees are scheduled for 8.9 hours per day. Management employees have some ability to flexibly schedule their 8.9 hours/80 Work Week.





# ■ APPLICATION and SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **February 12, 2026**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2571>

**Background Check:** An applicant's previous employment may be investigated, and references will be contacted. Results of this investigation may be cause for disqualification. Fingerprints will also be taken for a review of any criminal history. Any record of conviction may be reviewed by the Personnel Committee or Executive Director and may result in termination of eligibility for employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration based on job relatedness.

**Pre-Employment Physical:** All prospective employees must pass a pre-employment medical examination before beginning employment. Offers of employment are conditional upon successful completion of this examination. HACA may disqualify any eligible candidate on the basis of the examining physician's report.

For further information contact:

David Niemeyer  
Executive Recruiter  
Tel: 916-471-3366  
E-mail: [dniemeyer@cpshr.us](mailto:dniemeyer@cpshr.us)  
Website: [www.cpshr.us](http://www.cpshr.us)

CPS HR  CONSULTING

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultants, following which, the most qualified candidates will be referred for interviews with HACA. The Housing Authority of the County of Alameda anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidate.



*The Housing Authority of the County of Alameda is an Equal Employment Opportunity Employer and does not discriminate based on race, ethnicity, religion, national origin, gender, sexual orientation or disability status.*