



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

HOUSING MANAGEMENT ANALYST (FULL-TIME/CLASSIFIED) AN OPEN COMPETITIVE RECRUITMENT

DEPARTMENT: HOUSING
SALARY: \$5,216 - \$7,678 Monthly (HIRING AT IP RANGE OF SALARY SCHEDULE)
FILING DATE: Open: Monday, August 5, 2024
Closes: Open Until Filled

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

THE POSITION

The Housing Management Analyst works under the Director of Housing and/or designee. Under general direction, performs complex and responsible administrative, financial, budgetary, statistical, program and other analyses in support of the departments activities, functions and programs; prepares reports and recommendations; assists in formulating policy and procedure and in budget development and administration; and performs related duties as assigned.

ESSENTIAL FUNCTIONS

The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.

- Plans, organizes and conducts administrative, management, complex financial and program analyses relating to assigned issues and/or programs.
- Identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information, data and documentation for analysis.
- Analyzes alternatives and makes recommendations and implements them where applicable for all programs of the Housing Department.
- Prepares reports, applications, evaluations and other correspondence.
- Respond to inquiries and coordinate with staff to provide documents for compliance and grant related financial audits conducted by regulatory agencies and city external auditors.
- Performs difficult and responsible assignments in connection with preparation and management of budgets inclusive of expenditures, revenues, grant-funding and special projects accountability.
- Develops budget and financial projections, expenditure analysis, and develops funding estimates.
- Inputs recommended budget information into the financial system.
- Performs on-going monitoring of monthly/daily cash activities, fund and account balances, prepares budget analyses and recommends budget adjustments.
- Drafts budget request reports and documents; prepares mid-year and carry-over budget reports for the

department.

- Oversees and monitors the purchase of equipment, material and supplies and approves payment requisitions.
- Assists in the development of technical bid specifications.
- Maintains and updates specialized budgetary records.
- Drafts associated Council agenda item reports.
- Assists in drafting proposed contracts and agreements and a variety of other supporting documents.
- Monitors contract performance and expenditures.
- Review, reconcile and approve contract invoices for payment within guidelines and authority limits.
- Participates in developing grant funding proposals and administers assigned grant funds.
- Compiles and monitors grant performance and drafts federal and state agency reports and documents; processes draw-downs of grant funds.
- Serves as point of contact with funding agencies, responds to requests for information and coordinates audits and reviews.
- Conducts research, analyzes data and drafts policy and procedure documents to address identified needs and issues; drafts communications materials required for implementation.
- Drafts a wide variety of materials on assigned issues, including reports, procedures, manuals, and communications memoranda presentations, program guidelines, Administrative Plan, proposed code or ordinance changes and other materials; gathers supporting materials.
- Respond to public record requests, conduct internal audits and reviews.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Bachelor's Degree from an accredited four-year college or university with major coursework in finance, public or business administration or a closely related field;
- Two (2) years of progressively responsible professional experience performing administrative, operations, budgetary and similar analyses; or an equivalent combination of training and experience.
- Master's Degree may be substituted for the required two (2) years of experience in one of the preceding fields (finance, public or business administration or closely related).

Licenses, Certificates and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations.

Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPERS).

For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for over 80 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

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