



City of Oceanside  
Management Analyst (Housing)

<b>SALARY</b>	\$3,150.46 - \$4,222.62 Biweekly \$6,826.00 - \$9,149.00 Monthly \$81,912.00 - \$109,788.00 Annually	<b>LOCATION</b>	City of Oceanside, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	24-90
<b>DEPARTMENT</b>	Housing and Neighborhood Services	<b>OPENING DATE</b>	02/22/2024
<b>CLOSING DATE</b>	3/22/2024 4:00 PM Pacific		

Introduction

THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Oceanside is accepting applications for current and future vacancies for the position of Management Analyst. There is currently one vacancy in the Housing and Neighborhood Services Department- Housing Division.

Oceanside’s Housing and Neighborhood Services Department is a fast paced, service-oriented Department. The Department strives to equip and empower its diverse residents with innovative and effective housing solutions and information, community building programs and resources to build strong families and to strengthen the social and physical fabric of the community.

To carry out its mission, the Department is responsible for the management and implementation of a number of federal and state grant programs serving lower-income households, including: U.S Department of Housing and Urban Development (HUD) entitlement programs (CDBG/HOME), Section 8 Housing Choice Voucher (HCV), and Homeless Assistance programs. To meet the needs of the community, the Department is also responsible for developing affordable housing opportunities and programs, prevention, early intervention, emergency and support services to address homelessness and other community wide neighborhood-based programs.

The Management Analyst will work primarily within the Section 8 Housing Choice Voucher program, a federal rental assistance program. Supervision of staff and familiarity with rental assistance programs is expected.



Examples of Duties

The Management Analyst prepares extensive administrative analysis, studies and research projects regarding City and departmental practices, procedures and operations; performs complex organizational and budget studies; assists in designing, coordinating and implementing projects and programs as assigned; prepares reports, both analytical and

statistical; makes recommendations, including methods for implementation on a broad range of assigned subject matter areas; assists various operating departments on specialized administrative problems including staffing requirements and equipment usage levels; may assume supervisory responsibility over office staff; and performs related work as required.



### Minimum Qualifications

#### Knowledge of:

- Organization and operation of municipal government;
- Applicable civil, government and administrative codes;
- Budget preparation and analysis and management audit techniques;
- Public sector employee relations theory, practice and issues;
- Principles and practices of supervision;
- Methods of research and analysis;
- Principles and practices of public sector contract administration; and
- Principles and practices of customer service.

#### Ability to:

- Exercise sound judgment and common sense;
- Research and analyze problems and prepare recommendations on a variety of issues;
- Prepare clear, concise oral and written reports, both narrative and statistical;
- Establish and maintain effective working relationships;
- Effectively supervise the work of others;
- Communicate effectively orally and in writing;
- Use computer terminals and systems to enter and retrieve data; and
- Demonstrate an awareness and appreciation of the cultural diversity of the community.

#### Experience and Training

**Experience:** Three years of progressively responsible administrative, budgetary or analytical experience.

**Training:** A Bachelor's degree from an accredited college or university in Public Administration, Economics, Business Administration or a related discipline. A Master's degree is highly desirable.

#### **Desired knowledge and experience:**

- Operations, services and activities of rental assistance programs.
- Supervisory or lead experience.

**License/Certificate:** Possession of, or ability to obtain and maintain, an appropriate, valid California driver's license.



### Working Conditions and Selection Process

**Environmental Conditions:** Office environment; exposure to computer screens

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

**Selection Process:** All properly completed applications and supplemental questionnaires will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The selection process may include any combination of a written examination, oral board interview, and/or skills assessment to evaluate job-related qualifications. Candidates who successfully complete the selection process will be placed on an eligibility list which will remain valid for a minimum of six months.

**Note:** Prospective employees will undergo, and must successfully pass, a background reference check (including fingerprinting) and a medical examination. Drug screening may be required.

RESUMES ARE NOT ACCEPTED IN LIEU OF COMPLETED APPLICATION FORMS BUT MAY BE ATTACHED.

CANDIDATES WHO REQUIRE A REASONABLE ACCOMMODATION IN THE SELECTION PROCESS SHOULD STATE THEIR NEEDS IN WRITING WHEN SUBMITTING AN APPLICATION PACKAGE.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

#### Agency

City of Oceanside

#### Address

300 North Coast Highway, City Hall South

Oceanside, California, 92054

#### Phone

760-435-3500

#### Website

<http://www.ci.oceanside.ca.us>

### Management Analyst (Housing) Supplemental Questionnaire

#### \*QUESTION 1

Do you possess three years of progressively responsible administrative, budgetary or analytical experience?

☐ Yes

☐ No

#### \*QUESTION 2

Do you posses a Bachelor's degree in public administration, economics, business administration or a related field?

☐ Yes

☐ No

**\*QUESTION 3**

Describe your work experience with the the Section 8 Housing Choice Voucher Program or other housing rental assistance programs. Specify from which employer the experience was gained, your title, level of responsibility, and the total length of your experience. If you do not have any experience in a specific area, write "None."

**\*QUESTION 4**

Describe your experience in managing and monitoring of federal grants (HOME, CDBG). Specify from which employer the experience was gained, your title, level of responsibility, and the total length of your experience. If you do not have any experience in a specific area, write "None."

**\*QUESTION 5**

Describe your work experience in planning and managing programs and services for those at-risk of homelessness and homeless. Specify from which employer the experience was gained, your title, level of responsibility, and the total length of your experience. If you do not have any experience in a specific area, write "None."

**\*QUESTION 6**

Describe your work experience developing and monitoring program budgets and compliance with applicable program regulations. Specify from which employer the experience was gained, your title, level of responsibility, and the total length of your experience. If you do not have any experience in a specific area, write "None."

**\*QUESTION 7**

Describe your experience with tracking and interpreting policies, regulations, statutes, or laws. Specify from which employer the experience was gained, your title, level of responsibility, and the total length of your experience. If you do not have any experience in a specific area, write "None."

**\*QUESTION 8**

Describe your work experience performing administrative and supervisory duties. Specify from which employer the experience was gained, your title, level of responsibility, and the total length of your experience. If you do not have any experience in a specific area, write "None."

**\*QUESTION 9**

**CERTIFICATE OF APPLICANT:** I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omissions of material facts may forfeit my right to employment considerations by the City of Oceanside.

☐ Yes

☐ No

**\* Required Question**