



Date: March 3, 2021
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION:
HOUSING AIDE I-II**

Correspondence has been received from Fred Verdugo, Acting Human Resources Director, requesting Civil Service Commission approval and adoption for the revised classification specification of Housing Aide I-II. Staff has reviewed this request and recommends approval from the Commission in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- Article XI, Section 1101(d) of the City Charter grants the Civil Service Commission the powers and duties to create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- The Housing Aide I-II performs a variety of clerical and technical tasks for grant funded housing assistance programs under the Housing Authority in the Department of Health and Human Services.
- The classification specification of Housing Aide I-II was adopted on August 29, 2007 by the Civil Service Commission and has not been updated since.
- The proposed changes to the Housing Aide I-II classification specification are as follows:
 - **Distinguishing Characteristics:** Updated language to differentiate duties between grade levels.
 - **Example of Duties:** Included language that was previously included in prior bulletin recruitments that is critical to the classification functions.
 - **Knowledge, Skills and Abilities:** Included “willingness to work overtime, weekend and/or holiday hours”, as this is needed given the nature of the position’s workload.
- The meet and confer obligation was completed on February 3, 2021 and February 22, 2021 with the International of Machinists and Aerospace Workers (IAMAW) union regarding the proposed changes.

The Health and Human Services Department has been advised that this item is on today’s agenda. Representatives from the Department will be present to respond to any questions posed by the Civil Service Commission.

Date: February 25, 2021

To: Civil Service Commission

From: Fred Verdugo, Interim Director of Human Resources For: 

Subject: **CLASSIFICATION SPECIFICATION UPDATE – HOUSING AIDE I-II**

Attached for your consideration is an update to the Housing Aide Classification Specification. The Health department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize the language. The Example of Duties, Minimum Qualifications, and KSAs was revised to reflect the current duties and provide a detailed clarification of the requirements.

Human Resources staff worked with Civil Service and the Health Department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Housing Aide classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FV:KC:VK

Attachments

Housing Aide Classification Specification.

cc:

Dana Anderson, Interim Deputy Human Resources Director
Khristina Coston, Human Resources Officer

TITLE: HOUSING AIDE I-II

DEFINITION: Under supervision, performs a variety of clerical and technical tasks for grant funded housing assistance programs under the Housing Authority.

DISTINGUISHING CHARACTERISTICS:

Grade Level I – This is journey level office services class used to provide employees with the experience required for higher level classes. Incumbents generally work under close supervision and perform simple or routine tasks while learning to perform the more difficult and responsible ones.

Grade Level II – Under general supervision, performs the more complex duties of the classification including those involving evaluation of client intake, fraud related concerns, prepares contractual documents and/or verifies ownership information for participating properties, and determination of reasonable rents.

EXAMPLES OF DUTIES:

- Reviews violations of tenant obligations and responsibilities for referral to the Housing Assistance Coordinator;
- Logs, tracks and maintains detailed and accurate records on applicants, clients, owners and rent data;
- Reviews eligibility and affordability information and assists in determining reasonable rents;
- Prepares contractual documents and/or verifies ownership information for participating properties;
- Performs data entry for an automated record keeping system;
- Provides technical support for the delivery of HUD funded and other grant funded programs;
- Handles, reviews and secures confidential client information;
- Assists in the investigation of possible fraud cases;
- Assists in the research of various housing and participant issues;
- Assists in the preparation of reports and correspondence;
- Assists in the archiving of files requiring boxing and transporting to storage facilities;
- May assist with special studies related to Housing Assistance Programs, policies and procedures;
- May coordinate a particular assignment for various housing units; and
- Performs other related duties as required.

