

Housing Planning and Economic Analyst
Task List- 2020

1. Speaks with staff from City departments or other local, state, or federal agencies such as the Department of Planning, the Southern California Association of Governments (SCAG), and the Federal Department of Housing and Urban Development (HUD), in order to obtain or provide information and/or services such as planning clearances/conditions, Building and Safety reports on permit activity, SCAG regional demographic data, and HUD funding regulations.
2. Writes requests for information such as Department/City Housing Stock, Census statistics, American Housing Survey results, and Federal Housing Administration (FHA) and/or HUD reports in order to inform policy makers, elected officials, and the public about local housing related matters.
3. Gathers housing related data and information, on such subjects as innovative proposals, court decisions, and the impact of programs in other areas, from various printed sources such as newspapers, technical reports, and professional journals in order to perform analyses and draw conclusions.
4. Recommends the purchase of otherwise unavailable housing data and socioeconomic data in order to supplement publicly accessible data.
5. Designs and/or performs surveys such as interviewing other agencies, developers, stakeholders (e.g., clients, community organizations, and nonprofits), owners of rental property, communicates with tenants, and the public at large by distributing and collecting questionnaires in order to obtain necessary data for analysis.
6. Performs statistical analysis on data such as survey results, housing stock, census data, building and safety permit files, and county assessor property records in order to make projections and/or identify correlations or trends.
7. Evaluates the impact of proposed or adopted housing legislation, policies, programs, and/or projects in areas such as rent control policies, neighborhood rehabilitation programs, anti-poverty programs, and low cost housing construction projects by such means as comparing the previous results of similar actions, either locally or elsewhere, assessing the financial eligibility of the targeted group, reviewing cost and income projections in order to advise or make recommendations to decision makers regarding these matters.
8. Writes technical documents and correspondence on a variety of housing and community-related issues which could include such information as evaluations of enacted or proposed legislation, policies, and programs, and recommendations in order for action to be taken by the department.

9. Writes Requests for Proposals (RFPs) to secure the services of a contractor for research, consultations, or other services which include an explanation of the services or product desired and the criteria which will be used in evaluating the proposals in order to obtain responsive proposals and execute contracts that ensure the timely completion of the deliverable and the budget or total funding for the contract.
10. Makes oral presentations in order to inform management, staff of other organizations, public officials, peers, and members of the public about topics related to affordable housing and community development.
11. Listens to and discusses affordable housing and community investment concerns with developers, citizen advisory boards, and/or community groups in order to learn of their concerns, present the department/City's position, and strive for mutually agreeable solutions to any perceived problems.
12. Monitors the progress of research contracts by comparing such things as meeting established timetables, and operating within budgeted requirements in order to obtain the specified results.
13. Collects data and uses software such as ArcGIS, mapping, and geospatial analytical software to analyze data, draws charts and graphs of housing and related data in order to make comparisons, show trends, make projections, and explain results.
14. Gives oral explanations of information such as statistical reliability, financial arrangements, and community impact considerations to laypersons in order to relay complex and/or technical information in an appropriate and understandable manner.
15. Evaluates recommendations submitted by City agencies that would affect ongoing department interests, policies, and programs in order to determine compatibility.
16. Ranks housing project proposals according to feasibility, using specified criteria, in order to select that proposal which is believed will have the most favorable impact on the intended program.
17. Enters data into spreadsheets, data base, and statistical software programs in order to compile, maintain, and analyze it.
18. Writes reports using a word processing program on a personal computer in order to store, track, and process housing and related information.