ERIC GARCETTI
MAYOR

HOUSING POLICY ANALYST

Location: Los Angeles
Terms: Full-Time for 3 years, Exempt/Grant Funded, Full Benefits
Salary: Commensurate with Experience
Start Date: As soon as possible

SUMMARY:

The City of Los Angeles is advancing aggressive solutions to address the City's affordability and homelessness crisis. To bring these initiatives to scale, the Office of Mayor Eric Garcetti is hiring a "Housing Policy Analyst" to join the Mayor's new Housing Crisis Response Team (HCRT) in the Office of City Homelessness Initiatives. The HCRT is a central hub comprised of City staff, led by the Mayor's Chief Housing Officer, for coordinating the City's response to the housing crisis.

The ideal candidate must demonstrate a passion for public service and a deep understanding of housing policy and programs and the housing development process. S/he must also demonstrate exceptional skills in project development, data analysis, program implementation, critical thinking and writing.

PRIMARY RESPONSIBILITIES:

The Housing Policy Analyst's responsibilities will be:

- Provide the Mayor's Office and City departments with in-house research and data analysis to glean insight into existing programs and formulate thoughtful solutions to the housing crisis.
- Develop essential metrics from public and administrative data sources and establish regular public-facing and internal-facing reports to help senior staff monitor the City's progress on a variety of housing programs.
- Be an integral member of a data and policy team, providing the expertise to support data-driven decisions and policy in government.
- Support the development of talking points, quick turn-around qualitative research, and briefing papers for senior staff.

POSITION REQUIREMENTS:

EDUCATION: Bachelor's degree from an accredited university in Public Policy, Business, Economics, Political Science, Urban Planning or a related field. Master's degree is preferred.

WORK EXPERIENCE: The successful applicant will have demonstrated at least three (3) years of full-time experience in research, data science and/or public policy administration. A Master's degree will be considered equivalent to two years of work experience.

SKILLS: An applicant with strong project management, writing, organizational, communication and interpersonal skills. Preference will be given to candidates that demonstrate a deep understanding of housing policy and can demonstrate fluency in scripting language and/or quantitative data analysis programs such as STATA, SAS, Python, SQL databases, and/or R. Preference will also be given to candidates with experience in geospatial analysis and/or data visualization tools like Tableau, Python or R visualization libraries.

SELECTION PROCESS:

Interested applicants must send their resume and cover letter to mayor.HousingPolicy@lacity.org no later than **May 12, 2019**.

This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.