

Summary of Duties: Performs responsible administrative and technical work in the preparation of economic research, technical reports and feasibility studies related to plans and programs for housing regulation, development, rehabilitation or financing; and does related work.

Distinguishing Features: A Housing Planning and Economic Analyst conducts research, investigates proposals, prepares economic feasibility and market analyses and makes recommendations regarding housing regulation, development or rehabilitation projects administered by the Community Development Department. An employee of this class applies modern research techniques in the study of economic, planning and feasibility problems and evaluates economic and social trends as they relate to housing and community development. A Housing Planning and Economic Analyst normally reports to the head of a specific housing or community development program and receives assignments in terms of broad objectives. The work is reviewed in terms of the accomplishment of objectives.

Examples of Duties: Conducts technical analyses of construction or rehabilitation cost projections, operating cost or income projections, proposed project location and site design concepts in proposals for housing or rehabilitation projects to determine overall project feasibility; prepares rankings, in terms of feasibility, of proposed projects; analyzes fair market rents and rent savings proposed by owners or developers; analyzes the economic impact of proposed housing development or rehabilitation on a geographic area; assists the project financial officer or project head in formulating financial recommendations; meet with representatives of lending institutions and real estate developers to discuss project feasibility; prepares detailed written feasibility reports and analyses; and may occasionally be assigned other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: A good knowledge of the principles, practices and methods of economic research; a good knowledge of statistics; a working knowledge of the cost and benefit elements involved in housing development; a working knowledge of rental market analysis methods and procedures; a working knowledge of the economic, social and environmental factors related to the feasibility of housing development projects; a working knowledge of the methods and procedures used in real estate market analysis, management and financing; a working knowledge of the theory and practice of fiscal management and control and methods of financing; the ability to do independent research, analyze, interpret and assemble data and make sound recommendations; the ability to prepare statistical computations, charts and diagrams; the ability to prepare oral and written reports and recommendations concisely, logically and convincingly; the ability to deal tactfully and effectively with City employees, private sector employees, property owners, department

management, and the general public.

Graduation from a recognized four-year college or university with at least 24 upper division semester units, or 36 upper division quarter units in economics, statistics, real state, urban planning, business administration or public administration and two years of full-time paid professional experience in economic planning and analysis related to housing or physical urban development is required for Housing Planning and Economic Analyst. A master's degree in economics, urban planning, business administration or public administration or a closely related field may be substituted for one year of the required experience. Experience of the specified type may be substituted for the education lacking on the basis of one year of experience for each year of general education, or for up to 12 semester units or 18 quarter units of the specialized education lacking.

License: A valid California driver's license and a good driving record is required.

Physical Requirements: Strength to perform average lifting of up to 5 pounds and occasionally over 15 pounds, good speaking and hearing ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.