MANAGEMENT ANALYST – HR

SALARY RANGE 33: $8,983 - $10,920 monthly

Final Filing Date: Applications must be received by August 4, 2023 at 5:00 pm PST

THE ORGANIZATION
The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the entire community, the Housing Authority advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

THE POSITION
The Housing Authority is seeking an exceptional, team-oriented candidate to work at the Management Analyst level. Management Analysts work on a wide range of analytical, management, and technical assignments supporting AHA operations and programs, and will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in the most impacted region of the nation.

The position currently open is in the Executive Administration Department and will report to the Director of Human Resources. Project areas may include:

- Conducting recruitments for open positions, and developing onboarding or training modules
- Providing benefits administration support to AHA staff, including coordinating open enrollment
- Serving on the Agency’s Reasonable Accommodations Committee
- Conducting procurement activities and tracking of awarded HR contracts
- Assisting with implementing a variety of technical systems
- Assisting with the development of new employment or operational policies and procedures
- Performing data collection, analysis and reporting on a variety of agency-wide projects

AHA is particularly interested in applications from candidates with a strong track record in human resources and/or public agency operations, and a familiarity with technologies used in the management of those functions. This position requires the ability to communicate and work effectively with a wide variety of internal and external partners, lead project teams, and receive work direction from multiple department staff.

MINIMUM QUALIFICATIONS
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field, and
- Experience: Two (2) years of professional administrative and management support experience in public agency government
Candidates should possess strong technical skills including proficiency in common business software and document retention systems, experience with Yardi and/or Laserfiche preferred
Top notch analytical, research and reporting, problem solving, and project management skills
Strong presentation, writing, and math skills are essential
Public sector human resources work experience, plus experience with risk management, assisted housing, and some budgeting or finance/accounting experience is desirable
Possession of, or ability to obtain, a valid driver’s license by time of appointment is required. Must be able to be insured under AHA’s owned automobile insurance policy.

BENEFITS PACKAGE
The Housing Authority provides an outstanding benefits package, including:
Membership in CalPERS defined benefit retirement program, plus voluntary 457 and Roth IRA plans (no employer contribution)
A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions
3 weeks of vacation to start
A schedule of 9-8 hour work days each pay period with every other Friday off
Note that the Management Analysts work primarily on-site; telecommuting is not generally offered more than 1 day per week. The position currently requires 3-4 days per week in the office, with the ability to work on-site depending on business needs.

IMPORTANT APPLICATION INFORMATION
Final Filing Date: Applications must be received by August 4, 2023 at 5:00 pm PST
To apply, submit a:
Housing Authority Employment Application
Resume (three pages maximum, include months/years of employment), and
Responses to the supplemental questions (two pages maximum)
Your resume and supplemental questions must be in Word or pdf format and uploaded into the AHA employment application form. The AHA application form is located in the Working at AHA section of the Housing Authority’s website at: https://www.alamedahsg.org/working-with-aha/careers-at-aha/. The full job description and supplemental questions can be found here as well.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA EMAIL
If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

The Housing Authority of the City of Alameda is an Equal Opportunity / ADA Employer