



**MEMORANDUM**

CSFRA, Community Development Department

**DATE:** August 27, 2018

**TO:** Rental Housing Committee

**FROM:** Wayne Chen, Assistant Community Development Director

**SUBJECT:** CSFRA Project Manager Hiring Process

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**RECOMMENDATION**

To receive input from the Rental Housing Committee (RHC) on the attributes and key skills desired for the Project Manager position Community Stabilization and Fair Rent Act (CSFRA) program.

**BACKGROUND**

At the May 21, 2018 RHC meeting, the Committee discussed a report from the City Manager regarding staffing issues related to implementation of the CSFRA. The purpose of the agenda item was to clarify the roles of the RHC and the City relative to the direct staffing needed to implement the CSFRA. Currently, City staff, supplemented by independent contractors, implements the CSFRA. There are 4.0 full-time positions authorized in the Fiscal Year 2018-19 Adopted Budget: a Project Manager, two Administrative Analysts, and one Office Assistant. Although the RHC discussed the process for selecting independent contractors during its March 2018 meeting, a process had not yet been established regarding if or how the Committee might be involved in the hiring of direct staff and the CSFRA as written does not provide such procedures.

At the conclusion of the May 2018 meeting, the RHC endorsed the City Manager's recommended framework for the Committee's role in the hiring direct staff:

- In the hiring process for all positions, the RHC, as a body, provides input at the beginning of the process as to the attributes and key skills desired.
- For the Project Manager position, the Chair of the RHC is part of a review panel interviewing candidates.

- All hiring and evaluation is done consistent with standard City practices.
- The City's Housing Manager is the day-to-day supervisor of the Project Manager, who is the supervisor of other CSFRA staff.
- The Chair and Vice Chair meet semiannually with the Housing Manager to provide input on staff performance.

## **ANALYSIS**

The Project Manager position was first approved in the CSFRA Fiscal Year 2017-18 Adopted Budget and has been staffed on an interim basis since that time. The hiring process to permanently staff the Project Manager position was initiated at the beginning of 2018, prior to the RHC's input regarding direct staff hiring.

The Project Manager is a key position in the CSFRA program. It is currently the highest level budgeted position in the program, and it oversees the administration and implementation of the CSFRA and manages the other program staff. At a minimum, the Project Manager would need to coordinate with City staff, owners/managers of residential multi-family rental units, and consultants to facilitate the implementation of CSFRA, develop rules and regulations and implement the requirements of the CSFRA in collaboration with the Rental Housing Committee (RHC), and provide public outreach and education to the community. Typical duties include: developing and preparing budgets, schedules, and deadlines; analyzing and developing recommendations for complex housing policies; developing and delivering public presentations; preparing written reports and meeting agendas; managing staff; and other related duties. Additionally, strong leadership, management, and supervisory skills and experience, as well as soft skills, would enable the Project Manager to be effective in this role.

The City Manager noted in the May 2018 meeting that the process for the Project Manager position was well under way and the suggested framework was intended for the future. However, given the input from the RHC regarding direct staffing, subsequent input from the RHC Chair, and the importance of the position, it is recommended that a new process be expeditiously started so the RHC can have the opportunity to provide input on the attributes and key skills desired for the Project Manager and the Chair can be involved on an interview panel. Input from the RHC will be used to inform the CSFRA Project Manager job announcement and then reinstate the City's hiring process. This would include an open application period of a minimum of two weeks, an oral board, and department interview(s).

*Question: What specific attributes and key skills would the RHC desire for the CSFRA Project Manager to have?*

**NEXT STEPS**

Input from the RHC will be used to develop the CSFRA Project Manager job announcement. Once the job announcement is complete, the position will be posted and applicants evaluated and selected based on the City's standard hiring process.

**FISCAL IMPACT**

The Project Manager position is an approved position in the CSFRA Fiscal Year 2018-19 Adopted Budget.

**PUBLIC NOTICING** – Agenda posting.

WC/7/CDD/RHC  
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