Policy Analyst for the Division of Tenant Resources

About the Agency:

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners. HPD is tasked with fulfilling Mayor de Blasio's Housing New York Plan which was recently expanded and accelerated through Housing New York 2.0 to complete the initial goal of 200,000 homes two years ahead of schedule by 2022, and achieve an additional 100,000 homes over the following four years, for a total of 300,000 homes by 2026.

<u>**Your Team**</u>:

The Division Tenant Resources (DTR) is responsible for the administration of rental subsidy programs, which consists of the Housing Choice Voucher (HCV) or Section 8 programs:regular Section 8, Special Purpose vouchers, Emergency Housing Voucher (EHV), and Enhanced Section 8; , Project Based Voucher (PBV); Moderate Rehab Section 8, Moderate Rehab Single Room Occupancy (SRO), Continuum of Care (CoC)-Shelter Plus Care (SPC) and other housing subsides. Through these programs, DTR serves approximately 40,000 households in all five boroughs. Over 9,000 landlords currently participate in our programs. The primary program administered by the Division is the federal Section 8 rent subsidy program funded and monitored by the Department of Housing and Urban Development (HUD). DTR also administers several other rent subsidy programs such as HUD's Shelter Plus Care and Moderate Rehab Programs, and the New York City-funded NYC 15/15 program. DTR is responsible for the all program operations, from processing applications, changes to household composition and income, and required annual recertifications to monitoring tenant and landlord program compliance.

<u>**Your Impact:**</u>

Under the supervision of the Director of Policy and Regulatory Compliance in DTR, the selected candidate will be responsible for assisting in the analysis, communication and implementation of policy and procedures for DTR's federally and city-funded rental subsidy programs.

<u>**Your Role:**</u>

The Policy Analyst, with support and supervision, will be responsible for monitoring changes to Federal, State and City policies and regulations, communicating relevant information to Section 8 staff and acting as a liaison to other office within HPD and manage policy projects within DTR in collaboration with colleagues across the Division. Specific responsibilities include: conducting research, analyzing the impact of organizational, procedural or policy changes to the Section 8 program, and contributing to the programmatic implementation of these changes. The Policy Analyst will produce related reports, memos, training materials and spreadsheets, as required. Additionally, the Policy Analyst will provide analysis and technical expertise in the planning and implementation of special projects.

Preferred skills

- A baccalaureate degree from an accredited college and two years of full-time, satisfactory professional experience in planning, analysis, coordination and/or development of housing projects or programs, **or** Graduate study from an accredited college in the field of urban studies, city planning, real estate development, public administration, public policy, finance, community organization, architecture, or urban design, may be substituted for up to one year of the required experience on the basis of 30 credits for one year. However, all candidates must have at least a baccalaureate degree and one year of the experience described in **"1"** above
- Excellent communication skills (both written and oral)
- Strong analytical and research skills
- Strong organizational skills and attention to detail
- Knowledge of Microsoft Office Suite
- Ability to work independently and as part of a team

The Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.

- Ability to translate analyses into written products for both narrow and broad audiences

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How to Apply:

Please go online and apply at www.nyc.gov/careers . Search for **JOB ID# 513575**

City Employees: Apply through the Employee Self Service portal (ESS) at www.nyc.gov/ess. Search for **JOB ID# 513575**

Salary range for this position is: $54,100 - $62,215

NOTE: Only those candidates under consideration will be contacted.

NYC residency required