

EXEMPT EMPLOYMENT OPPORTUNITY

DIRECTOR OF HOUSING

LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT

THE SALARY

The current salary range for the Director of Housing position is \$117,408.24 to \$171,654.48 annually.

TYPE OF APPOINTMENT

This position is an Exempt Civil Service position under City Charter Section 1001(b).

DUTIES AND RESPONSIBILITIES

The Director of Housing will be assigned to serve as the administrator of the Accessible Housing Program (AcHP), a new program in the Los Angeles Housing + Community Investment Department (HCIDLA) whose purpose is to ensure that people with disabilities have an equal opportunity to rent, use and enjoy affordable housing that was developed with financial or other assistance from the City of Los Angeles and/or the Los Angeles Community Redevelopment Agency (CRA/LA). The AcHP covers approximately 730 existing affordable housing developments built or rehabilitated before 2014 and all newly constructed or rehabilitated affordable housing units constructed since 2014. The AcHP program resulted from a Settlement Agreement (SA) whereby the City of Los Angeles agreed to build new or rehabilitate 4,000 affordable housing units accessible to people with mobility and hearing and vision disabilities over 10 years and implement and enforce specific rental policies consistent with fair housing laws.

This position will oversee 30 to 35 AcHP staff separated into three sections: The Rental Policies and Special Services Section is responsible for ensuring compliance with rental policies, fair housing laws, property manager/staff training, grievances and the housing website; The Retrofit Construction Section is responsible, through the use of contracted architects and general contractors, to ensure that the affected properties (both previously constructed and those built after 2014) have accessible units, common areas and pathways; and The Data Management and Reporting Section is responsible for tracking, reporting and analyzing the data and metrics required under the SA to ensure the program is meeting its goals and objectives. These sections will coordinate closely with other Bureaus or Units within the Department including the Occupancy Monitoring and Construction Services Sections of the Housing Development Bureau as well as the Accounting and Systems Divisions and Contract and Procurement Section of the Administrative Services Bureau.

This position will be responsible for performing the following duties and responsibilities:

- Coordinate all activities of City personnel implementing the provisions and requirements of the AcHP and ensure the Department and the City are in compliance with all of provisions of the SA.

- Oversee and coordinate with the Lead Architect to ensure that all of the affected properties are surveyed for compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and its Uniform Federal Accessibility Standards (UFAS), the Americans with Disabilities Act of 1990 – Title II (ADA Title II), and the California Building Code Section 11A and 11B, and that any units or properties that do not meet the maximum accessibility standards required by state or federal law are properly retrofit whenever possible.
- Act as the Department's primary liaison to the Plaintiff's, the Court Appointed Monitor, and the City Attorney and other enforcement agencies.
- Act as the Department's primary liaison to community organizations that support the needs and rights of people with disabilities and the City's Department on Disability. Actively engage with these groups to ensure full and fair access to Department services.
- Through subordinate staff, ensure that developers/owners of the affected properties are in compliance with the rental policies outlined in the SA and required by the City, including affirmative outreach to persons with disabilities and ensuring that tenants who reside in units with features to assist persons with mobility and/or hearing/vision disabilities are tenants who need such features. These policies are consistent with the Fair Housing Act, the Fair Employment and Housing Act of California and Section 11135 of the California Government Code.
- Through subordinate staff, ensure that annual and ongoing AcHP training is provided to all Department/City and developer/owner staff involved in implementing the program.
- Through subordinate staff, ensure and oversee the retrofit construction of units and common areas/accessible pathways in covered developments. This includes the oversight of numerous contracted architects and general contractors and approval of construction draws and close coordination with the Department of Building and Safety.
- Through subordinate staff, ensure that individuals with disabilities are granted equal access to apply for affordable housing units. The SA requires the establishment of an accessible website and a call center to assist anyone who needs special assistance in locating or applying for affordable housing.
- Through subordinate staff, assist property owners/developers in complying with the state and federal laws protecting people with disabilities, including providing accessible appliances, assistance devices and safety equipment product lists/specifications, as well as training and advice related to reasonable accommodation/reasonable modification.
- Review and approve reports, correspondence, metrics and information resulting from the AcHP and required by the SA, and submitting the information to Department management and the Court Appointed Monitor. This information may also be provided to the Plaintiff's and/or the City Council as required.
- Direct staff in developing mitigation plans for owners and developers who are not in full compliance with the SA.
- Ensure that the Department addresses fair housing complaints from individuals with disabilities or their representatives in a timely manner and facilitate a successful resolution whenever practical.
- Recommend the adoption or modification of the City's policies and procedures concerning accessibility barriers and develop mitigation plans for owners/develops who are not in full compliance with the SA.

- Oversee the fiscal monitoring for the administration of the AcHP and develop the annual budget.
- Perform other related duties as assigned.

REQUIREMENTS

Candidates for this position must meet the following requirements:

1. Five (5) years of full-time paid professional experience in evaluating or assisting public, private or non-profit housing developers or entities in evaluating the accessibility of multi-family housing under Section 504, UFAS, ADA Title II and/or the California Building Code Sections 11A and 11B; at least three (3) years of which must have included supervision of professional staff involved in carrying out these activities; **and**
2. Three (3) years of full-time paid experience engaged in activities requiring knowledge and implementation of federal and California fair housing laws including the Fair Housing Act, the Fair Housing Amendment Act, Section 11135 of the California Government Code and the Fair Housing and Employment Act of the State of California.

NOTE: Registration as a Civil Engineer or being licensed as an Architect is desired but not required.

SELECTION PROCESS

The selection process will consist of an oral interview and may include a writing exercise to determine the most qualified candidate for this position. In the event that there is a large candidate pool, screening criteria will be used to bring the most qualified individuals forward to the interview process.

TO APPLY

Interested applicants must submit a completed City of Los Angeles application and a resume to the following email address: HCIDLA.PersRecUnit@lacity.org or to:

Los Angeles Housing + Community Investment Department Personnel Section
ATTN: Director of Housing/Accessible Housing Program
Garland Building, 9th Floor
1200 W. 7th Street
Los Angeles, CA 90017

NOTE: The City of Los Angeles Application form may be accessed on-line at the Personnel Department website at <http://per.lacity.org/application.pdf> or can be picked up in person at the Personnel Department located at 700 E. Temple Street, Los Angeles, CA 90012.

Application period will remain open until sufficient applications are received.

If you have any questions, please contact the Los Angeles Housing + Community Investment Department Personnel Unit at (213) 808-8804.

AP:CT

EXEMPT EMPLOYMENT

If employment is said to be exempt, it is meant that the employment is exempted from the civil service provisions of the City Charter. In order to receive a regular civil service appointment, employees must have successfully participated in a civil service examination, received a high enough score on the examination to be placed on and receive an appointment from an eligible list, and they must serve a probationary period. Exempt employees do not compete in a civil service examination, they are not placed on an eligible list and receive an appointment from that list, nor do they serve a probationary period. As a result, exempt employees do not have what is referred to as a "property interest" in their job. Exempt employees serve at the will of the appointing authority and can be terminated at any time without cause. Employees with a property interest in their job, i.e. civil service employees, cannot be deprived of their employment (discharged or suspended) without due process.

GENERAL INFORMATION ABOUT EXEMPT EMPLOYMENT

Exempt employees serve at the will of the appointing authority, and as such, they may be discharged, suspended or otherwise disciplined without cause. Exempt employees have no property interest in their employment, and any procedural benefit or other prerogative extended to them by their appointing authority is not intended to create and does not create any such property interest. No officer or employee of the City may make to any other officer or employee any representation of a property interest in employment which does not correspond to Charter provisions unless the City Council, by ordinance, permits such representation. No unauthorized representation can serve as the basis of an employee's reliance on, or expectation of, a property interest.

EMPLOYEES SEEKING TO BECOME CIVIL SERVICE EMPLOYEES

There is no protective leave for an exempt employee appointed to a civil service position. Upon receiving a civil service appointment and passing probation, the former exempt employee will be subject to the Civil Service provisions described in Article X of the City Charter. Upon appointment, the civil service employee will begin to accrue displacement and layoff seniority on the first day of his/her civil service appointment and may file for promotional examinations for which s/he qualifies. A full or half-time exempt employee appointed to a full or half-time civil service position continues to: contribute to the Retirement System; accrue vacation time; accrue sick time; receive anniversary date salary increases; and, receive health and dental benefits identical to those received in the civil service position.