

Los Angeles Homeless Services Authority

-A Joint Powers Agency Created by the City and County of Los Angeles-

453 South Spring Street, 12th Floor • Los Angeles • California • 90013
Telephone: (213) 683-3333 • Fax: (213) 892-0093 • TTY: (213) 553-8488

JOB DESCRIPTION

Title: Policy & Planning Analyst

Salary: \$45,000 - \$55,000 Annually

Classification Standards: Under the direction of the Director of Policy & Planning, this position assists in the development and implementation of LAHSA's homelessness policy, strategic planning, and public affairs agendas. The Policy & Planning Analyst researches and analyzes legislation and policies relevant to ending homelessness. This includes assistance with the collection, management and reporting of data. The Policy and Planning Analyst works collaboratively with other departments within LAHSA and the City and County of Los Angeles to influence and create effective homelessness and housing policies and to create strategic plans to end homelessness.

Minimum Qualifications: This position requires knowledge of federal, state, and local statutes, funding, and policy issues relating to housing and homeless service programs. The ideal candidate will have a general understanding of strategic planning and/or campaign development focused on achieving measurable outcomes over a period of several years. Excellent verbal and written communication skills are essential. GIS mapping and MS Project experience is desirable. Must have working knowledge of database management systems software in order to determine the best possible way to organize, store, and share data.

Training and Experience: A Bachelor's Degree and at least one year of experience in involving public policy issues and public policy research in a government or non-profit community agency. An advanced degree in a relevant area is highly desirable.

Essential Job Functions:

- Lead activities to create and implement a plan to reduce and end homelessness in Los Angeles. Oversee the tracking and reporting of information related to these homelessness strategic planning efforts.
- Develop an understanding of housing and shelter programs in the Los Angeles Continuum of Care and manage an information database with this information. Prepare reports using housing and shelter database information as requested.
- Become familiar with the HMIS (Homeless Management Information System), in an effort to understand local demographic and service utilization data and inform local policy and planning.
- Create and monitor local, state and federal legislative agendas that reflect the programmatic and funding needs of Los Angeles. Research and analyze current policy to determine effectiveness locally.

- Prepare draft white papers and other written analysis of policies and legislation. Develop LAHSA policy recommendations focused on reducing barriers to ending homelessness.
- Represent LAHSA at policy and planning related meetings.
- Assist in generating reports and modifying existing databases to satisfy changing information requirements. Build and maintain simple databases.
- Prepare materials for dissemination, including tables, charts and maps relating to homelessness.

To Apply: Mail, Fax or Email Cover Letter, Writing Sample and Resume to:

Los Angeles Homeless Services Authority

Attn: Keshia Douglas, Director of Administration

453 South Spring Street, 12th Floor

Los Angeles, CA 90013

Fax: 213-892-0093

Email: kdouglas@lahsa.org

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