



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM # 1

To: File 1812-918-40-4875

RFP for: Compensation Study and Pay Range Review

The following questions are asked:

Question 1: Can you provide us with a list of S/W/MBE firms?

Answer 1: Yes. For a list of certified SWMBE firms, go to the South Central Texas Regional Certification Agency (SCTRCA) webpage: <https://sctrca.org/>

Question 2: Can you clarify if there is a S/W/MBE goal for the project, either in dollar value or percentage of work performed?

Answer 2: Yes. There is a goal for SWMBE projects of 3% to put a “good faith effort” to meet. See pg. 16 Tab 9

Question 3: Can a S/W/MBE company satisfy both the S/W/MBE goal and the Section 3 goal, or must they be separate firms?

Answer 3: Yes. A SWMBE company can “satisfy” SWMBE and Section 3 goals, if they qualify for both.

Question 4: Can you please confirm that for professional services, we are required to allot 3% of the value of the contract for the Section 3 Business requirement?

Answer 4: No, it is not a requirement. The Section 3 Good Faith Effort Compliance Plan states that Respondents are required to complete and submit the SECTION 3 PROGRAM GOOD FAITH EFFORT COMPLIANCE PLAN outlining their efforts to employ qualified Section 3 businesses or persons. (Section C, Pg. 17)

Question 5: Can you please clarify what a ‘good faith effort’ is for Section 3 Business Concerns? How many contact attempts are needed to satisfy this requirement?

Answer 5: For the “Good faith effort” plan, the company should identify actions that it can reasonably offer to support the Section 3 program. See pg 17 Tab 10. No, there is no set number of contacts to satisfy this requirement.

Question 6: Does SAHA have a budget for the study that it can share with us?

Answer 6: No. There is not an established budget.



Question 7: Does SAHA have a desired project completion date?

Answer 7: No. Respondents are requested to provide their project completion date they feel is needed to complete the requirements set forth in this RFP. Project Completion times submitted will be considered in the evaluation process.

Question 8: Are the current job descriptions considered up to date? If not, is SAHA open to collecting job information through an employee questionnaire process?

Answer 8: Job descriptions are current and up-to-date.

Question 9: Does SAHA use a job evaluation method (i.e., point factor evaluation) to establish internal equity and assign to a salary range?

Answer 9: Currently, jobs that have not been previously evaluated are compared to other job descriptions to determine internal equity and to assign a salary range.

Question 10: Does SAHA have a preference for collecting market data via a custom survey or published salary surveys?

Answer 10: SAHA does not have a preference.

Question 11: Under Project Scope item 3 states “Make recommendations for revising existing or recommending additional or combined job descriptions to include career ladders and pay ranges for inclusion within SAHA’s organizational structure”. Do you want a Classification review done with recommendations given?

Answer 11: If a Classification review is required to make recommendations, yes.

Question 12: Key facts indicate the number of exempt and non-exempt employees; do you want these checked for verification they are truly exempt?

Answer 12: No. They have previously been verified.

Question 13: Can a list of what positions the 95 vacancies are holding be provided?

Answer 13: There are currently 64 vacancies. The list of vacant positions is attached.

Question 14: Is Base Salary OR Total Compensation (Base Sal + Benefits) being studied?

Answer 14: Base salary.



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Question 15: How many comparators are to be used in the market survey? Is there a predetermined list or a historical list?

Answer 15: The list of comparators provided in the RFP may be considered a historical list. The Respondents are being requested to provide the proposed comparators.

Question 16: Can you provide me with the list of all classifications to be studied?

Answer 16: The list of job titles along with their current pay grades as of July 2018 is attached.

Question 17: Can SAHA provide respondents with organizational charts and number of staff in the positions for each department?

Answer 17: Organizational charts and number of staff in the positions for each department approved for FY 2018-2019 is attached. The organizational chart previously provided may be used for Executive.

By: Shayne Everett-Endres

Date: January 7, 2019

Shayne Everett-Endres, Purchasing Agent

Vacancy Report for San Antonio Housing Authority

Report Date: 01/07/19

FY	Department	Description	Pay Grade Non Exempt 1 through 8	Pay Grade 9 through 12	Pay Grade 13 (+)
19	Public Housing	Porter - Villa Tranchese	1		
19	Public Housing	Porter - Mission Park	1		
19	Public Housing	Client Services Specialist I - Op Schnabel/VP	7		
19	Public Housing	Client Services Specialist I - Westway	7		
19	Public Housing	Client Services Specialist I - Francis Furey/C. Andrews	7		
19	Public Housing	Client Services Specialist I - Cassiano	7		
19	Public Housing	Client Services Specialist I - Mission Park	7		
19	Beacon Communities	Assistant Community Manager - Woodhill		10	
19	Beacon Communities	Assistant Community Manager - Woodhill		10	
19	Beacon Communities	Assistant Community Manager - Pecan & Sunshine		10	
19	Beacon Communities	Assistant Community Manager - Burning Tree		10	
19	Beacon Communities	Assistant Community Manager - Converse Ranch	7		
19	Beacon Communities	Leasing Agent - Towering Oaks	7		
19	Beacon Communities	Leasing Agent - Woodhill	7		
19	Beacon Communities	Leasing Agent - Woodhill	7		
19	Beacon Communities	Maintenance Supervisor I - Towering Oaks		11	
19	Beacon Communities	Maintenance Supervisor II - Woodhill			13
19	Beacon Communities	Community Manager I - Towering Oaks		12	
19	Beacon Communities	Community Manager III - Woodhill			16
19	Beacon Communities	Maintenance Technician - Castlepoint	6		
19	Beacon Communities	Maintenance Technician - Burning Tree	6		
19	Beacon Communities	Maintenance Technician - Crown Meadows	6		
19	Beacon Communities	Maintenance Technician - Bella Claire	6		
19	Beacon Communities	Maintenance Technician - Castlepoint	6		
19	Beacon Communities	Maintenance Technician - Towering Oaks	6		
19	Beacon Communities	Maintenance Technician - Towering Oaks	6		
19	Beacon Communities	Maintenance Technician - Woodhill	6		
19	Beacon Communities	Maintenance Technician - Woodhill	6		
19	Beacon Communities	Maintenance Technician - Woodhill	6		

19	Beacon Communities	Sr. Maintenance Technician - Woodhill	7			
19	Beacon Communities	Sr. Maintenance Technician - Woodhill	7			
19	Public Housing	Maintenance Technician - Mirasol	6			
19	Public Housing	Maintenance Technician - Tarry Towne	6			
19	Public Housing	Maintenance Technician - Villa Tranchese	6			
19	Public Housing	Maintenance Technician - Kenwood/Park Square	6			
19	Public Housing	Maintenance Technician - Alazan	6			
19	Public Housing	Maintenance Technician - Scattered Sites	6			
19	Public Housing	Maintenance Technician - Springview	6			
19	Public Housing	Maintenance Technician - Scattered Sites	6			
19	Public Housing	Maintenance Technician - Cassiano	6			
19	Public Housing	Maintenance Technician - Cassiano	6			
19	Public Housing	Maintenance Technician - Cassiano	6			
19	Public Housing	Maintenance Technician - Cross Creek	6			
19	Public Housing	Maintenance Technician - Westway	6			
19	Public Housing	Maintenance Technician - Cheryl West	6			
19	CDI	Case Management Specialist		9		
19	Human Resources	HR Business Partner		14		
19	Human Resources	HR Business Partner		14		
19	Human Resources	HR Business Partner		14		
19	Human Resources	Recruiter		13		
19	CDI	Jobs Plus Job Developer			13	
19	Risk	Risk Manager			14	
19	Policy & Planning	Development Manager			17	
19	AHP	Housing Quality Standards Inspector	7			
19	Public Housing	Assistant Community Manager - Westway		10		
19	Public Housing	Assistant Community Manager - Villa Tranchese		10		
19	AHP	Informal Hearing Coordinator		10		
19	Public Housing	Community Manager II - Parkview/College Park			14	
19	CDI	Case Management Supervisor			13	
19	Public Housing	Administrative Specialist I	3			
19	Accounting & Finance	Accountant I		11		
19	Accounting & Finance	Accounting Supervisor			16	
19	Accounting & Finance	Accountant II			13	

Effective 07/01/2018			
PAY GRADE	JOB TITLE		DEPT
1	Porter	NE	PH & Beacon
	Custodian	NE	Gen Services
2	Customer Service Representative	NE	AHP & Gen Services
3	Administrative Specialist I	NE	Multi
	Mail Clerk	NE	Gen Services
4	Warehouse Assistant	NE	Gen Services
5	Customer Care Specialist	NE	PH
	Sr. Customer Service Rep	NE	PH
6	Administrative Specialist II	NE	Multi
	Maintenance Tech	NE	PH & Beacon
	Painter/Maintenance	NE	PH & Beacon
7	Admin Secretary II	NE	Legal
	Administrative Specialist III	NE	Multi
	Carpenter - Make Ready	NE	Fd Hsng Prg
	HR Assistant	NE	HR
	Inspector, Housing Quality Standards	NE	AHP
	Leasing Agent	NE	Beacon
	Specialist I, Client Services	NE	PH
Technician, Lead	NE	Beacon	

	Technician, Senior Maintenance	NE	PH & Beacon
8	Administrative Coordinator - IT	NE	IT
	Coordinator, Client Support	NE	Beacon
	Coordinator, Homeownership	NE	DSNR
	Human Resources Administrative Coordinator	NE	HR
	HVAC Mechanic/Maintenance Tech	NE	Beacon
	Public Affairs Coordinator	NE	PA & Comm
	Resource Specialist (Annie Casey)	NE	CDI
	Resource Specialist, Jobs Plus Community	NE	CDI
	Senior Leasing Agent	NE	Beacon
	Specialist I, Housing Assistance-AHP	NE	AHP
	Specialist, Case Mgmt (Beacon)	NE	Beacon
	Specialist, Case Mgmt (E&D)	NE	PH
	Specialist, Case Mgmt Grant (PH)	NE	PH
	Specialist II, Client Services	NE	PH
	Specialist, Property	NE	Beacon
9	Case Manager, Endowment Community	NE	CDI
	Compliance Specialist	NE	Beacon
	Executive Admin Assistant	NE	Multi
	Lead Custodian	NE	Gen Srvc
	Purchasing Agent	NE	Procurement
	Specialist, Case Management FSS	NE	CDI
	Specialist II, Housing Assistance	NE	AHP
	Senior Resource Specialist, Jobs Plus (Grant Funded)	NE	CDI
10	Analyst, HR	NE	HR
	Assistant Manager, Community	NE	PH & Beacon
	Compliance Auditor	NE	Internal Audit
	Coordinator, Informal Hearings-AHP	NE	AHP
	Fraud Investigator	NE	Reg Oversight
	Generalist I, Human Resources	NE	HR
	Inspector, Quality Assurance Standards-AHP	NE	AHP
	Senior Specialist, Housing Assistance	NE	AHP
	Service Coordinator, ROSS GRANT	NE	CDI
	Trainer-AHP	NE	AHP

11	Analyst, Data (AHP)	NE	AHP
	Analyst, EIV/PIC	NE	PH & AHP
	Analyst, Wait List	NE	AHP
	Accountant, I	NE	Fin & Acct
	Board Relations Manager	NE	Reg Compliance
	Technical Support Specialist - IT	NE	IT
	Supervisor I, Maintenance	NE	PH & Beacon
12	Administrator, Web & Graphic Designer	NE	PA & Comm
	Analyst, Management	NE	Policy/Plan & PH
	Coordinator, Jobs Plus Placement (Grant Funded)	NE	CDI
	Coordinator, Section 3/SWMBE Program	NE	Procurement
	Generalist II, Human Resources	NE	HR
	Manager I, Community	NE	PH & Beacon
	Organizer, Jobs Plus Community (Grant Funded)	NE	CDI
	Reasonable Accomodation/CHR Specialist	NE	AHP
	Senior EIV/PIC Analyst	NE	AHP
	Specialist, Communications	NE	Public Affairs
	Specialist, Construction (DSNR)	NE	DSNR
	Specialist, Operations Support	NE	AHP
	Specialist, Risk	NE	Risk
13	Accountant II	EX	FIN & ACCT
	Analyst I, Financial	EX	DSNR
	Assistant Manager, Client Services	EX	AHP/PH
	Assistant Manager-AHP	EX	AHP
	Auditor II	EX	Internal Audit
	Business Data Analyst-IT	EX	IT
	Case Management Supervisor	EX	CDI
	Connect Home Coordinator	EX	CDI
	EIF Coordinator	EX	CDI
	Development Coordinator	EX	CDI
	Digital and Social Media Specialist	EX	PA
	Elderly and Disabled Services Supervisor	EX	PH
	Executive Secretary to the President and CEO	EX	Exec Office
	Inspector, Construction Project	EX	Construction

	Interagency Initiatives Management Analyst	EX	Pol & Plan
	Intergovernmental & Community Relations Manager	EX	PA & Comm
	IT/Application Support Analyst	EX	IT
	Jobs Plus Developer	EX	CDI
	Manager, Homeownership Real Estate	EX	DSNR
	Network Support Analyst - IT	EX	IT
	Recruiter	EX	HR
	Senior Payroll Administrator	EX	FIn & ACCT
	Service Coordinator Supervisor (HPOG)	EX	CDI
	Specialist, Contract	EX	Procurement
	Supervisor, HVAC Mechanic	EX	Beacon
	Supervisor II, Maintenance	EX	PH & Beacon
	Systems Analyst - IT	EX	IT
14	Analyst I, Fiscal/Cost	EX	FIN & ACCT
	Assistant Manager of Budget & Financial Resources	EX	AHP
	ELITE Systems Super-User	EX	PH
	Manager, Jobs Plus Program	EX	CDI
	Manager II, Community	EX	PH & Beacon
	Manager I, Project - Res	EX	DSNR
	Partner II, Human Resources Business	EX	HR
	Risk Manager	EX	Risk
	Senior Management Analyst-Non Profit Housing	EX	Beacon
	Sustainability Liaison	EX	Construction
15	Analyst, GIS & MTW Program Analyst	EX	Pol & Plan
	Capital Programs Analyst	EX	Asset Mgmt
	Manager I, Construction Project	EX	Construction
	Maintenance Superintendent	EX	Construction
	Network Administrator - IT	EX	IT
	Senior HR Generalist	EX	HR
	Systems Administrator - IT	EX	IT
16	Business Applications Developer - IT	EX	IT
	Manager, Federal Housing Admissions and Terminations	EX	AHP
	Manager, Asset	EX	Asset
	Manager III, Community	EX	PH & Beacon

	Manager, Communications	EX	PA & Comm
	Manager, Assisted Housing	EX	AHP
	Manager, Budgets and Financial Resources	EX	AHP
	Manager, Client Services AHP	EX	AHP
	Manager, Data Integrity and Financial Analyst	EX	AHP
	Manager, Family Support Services	EX	CDI
	Manager, General Services	EX	Gen Services
	Manager, HRIS	EX	HR
	Manager, Inspections AHP	EX	AHP
	Manager, Operations Support and Financial Resources	EX	AHP
	Senior Benefits Administrator	EX	HR
	Supervisor, Accounting	EX	Fin & Acct
17	Analyst II, Financial	EX	Fin & Acct
	Manager II, Project - F&CS	EX	Construction
	Manager, Choice Neighborhood Program Initiatives	EX	DSNR
	Manager, Compliance	EX	Regulatory
	Manager II , Construction Project	EX	Construction
	Manager, Development	EX	Policy & Planning
	Manager, Regulatory Compliance	EX	Beacon
	Manager IV, Community	EX	PH & Beacon
18	JDE Administrator/Developer - IT	EX	IT
	Manager, Budget	EX	Fin & Acct
	Manager, Development Services	EX	DSNR
	Manager of Software Development - IT	EX	IT
	Senior Manager, Development Planning	EX	DSNR
	Senior Manager, Risk	EX	Risk
	Systems Manager - IT	EX	IT
19	Assistant Director of Assisted Housing Programs	EX	AHP
	Assistant Director of CDI & Jobs Plus Admin	EX	CDI
	Assistant Director of Housing	EX	Beacon
	Assistant Director of Housing Programs	EX	PH
	Assistant Director of Human Resources	EX	HR
	Assistant Director of Non-Profit	EX	HR
	Assistant Director of PH E/D-Administration/Asset Maintenance	EX	PH

	Assistant Director of Procurement	EX	Procurement
	Assistant Director of Public Housing	EX	PH
	Assistant Director of Real Estate and Home Ownership	EX	DSNR
	Controller (Finance Reporting Manager)	EX	Fin & Acct
20	No position Assigned	EX	
		EX	
		EX	
	Director of Asset Management	EX	Asset Mgmt
21	Director of Assisted Housing Programs	EX	AHP
	Director of Community Development Initiatives	EX	CDI
	Director of Communication	EX	PA & Comm
	Director of Construction Services	EX	Construction
	Director of Federal Housing Programs	EX	FHP
	Director of Finance and Accounting	EX	Fin & Acct
	Director of Public Housing	EX	PH
	Director of Human Resources	EX	HR
	Director of Internal Audit	EX	Internal Audit
	Director of Legal Services	EX	Legal
	Director of Policy & Planning	EX	Pol & Planning
	Director of Procurement	EX	Procurement
	Director of Security	EX	Security
	Director of Innovative Technology	EX	IT
	Director of Development Services & Neighborhood Revitalization	EX	DSNR
	Attorney III	EX	Legal
22	No position Assigned	EX	
		EX	
		EX	
23	No position Assigned	EX	
		EX	
		EX	
24	Officer, Chief Financial	EX	Exec Office
	Officer, Chief Administrative	EX	Exec Office

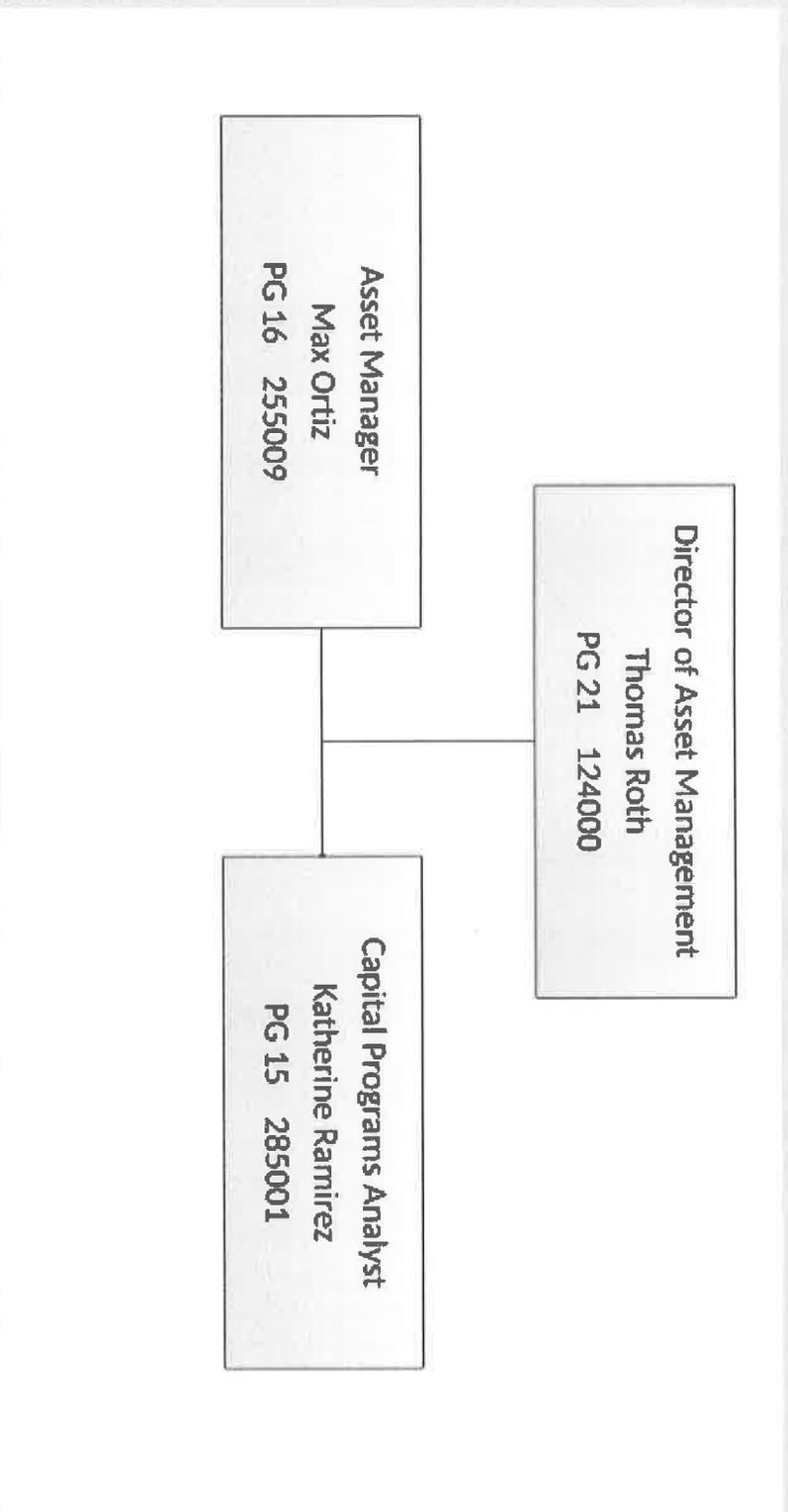
	Officer, Chief Operating	EX	Exec Office
	Officer, Real Estate and Legal Services	EX	Exec Office
25	No position Assigned	EX	
		EX	
		EX	
26	No position Assigned	EX	
		EX	
		EX	
27	No position Assigned	EX	
28	No position Assigned		
		EX	
		EX	
29	No position Assigned	EX	
		EX	
		EX	
30	President & Chief Executive Officer	EX	Exec Office
		EX	
		EX	

POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
EXECUTIVE							
Chief Administrative Officer	24	1	1	0	1	0	0
Chief Financial Officer	24	1	1	0	1	0	0
Executive Administrative Assistant	9	1	1	0	1	0	0
President/CEO	30	1	1	0	1	0	0
Exec. Secretary to Pres. & CEO	13	1	1	0	1	0	0
Subtotal of Executive:							
		5	5	0	5	0	0
Transfer of Positions From Real Estate:							
Real Estate & Legal Services Officer	24	0	1	1	1	0	0
Subtotal of Transfers:							
		0	1	1	1	0	0
Position Count							
		5	6	1	6	0	0



ORGANIZATION CHART

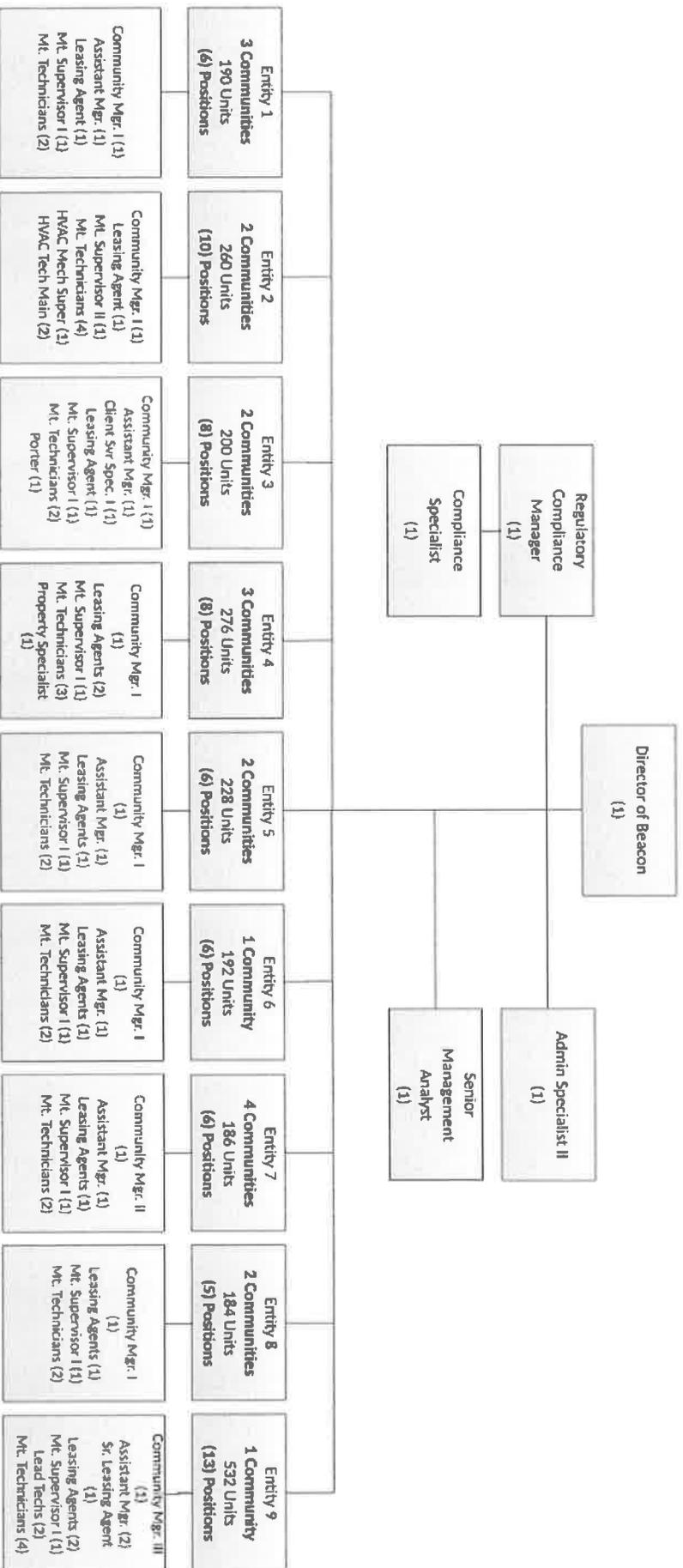


POSITION COUNT/STAFFING

	Pay Grade	Budget for	Budget for	Variance	Currently	Currently	Currently	
		FYE Ending	FYE Ending		2018	2018	2019	
ASSET MANAGEMENT								
Capital Programs Analyst	15	1	1	0	1	0	0	
Director of Asset Management	21	1	1	0	1	0	0	
Asset Manager	16	1	1	0	1	0	0	
Position Count		3	3	0	3	0	0	



ORGANIZATION CHART



POSITION COUNT/STAFFING

BEACON PROPERTIES

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
Front-Line Staff							
Assistant Community Manager	10	3	7	4	2	0	5
Client Service Specialist I	7	1	1	0	0	0	1
Compliance Specialist	9	1	1	0	1	0	0
Community Manager I	12	3	7	4	3	0	4
Community Manager II	14	1	1	0	1	0	0
Community Manager III	16	0	1	1	0	0	1
HVAC Mechanic Supervisor	13	1	1	0	1	0	0
HVAC Mechanic/Maintenance Technician	8	1	2	1	1	0	1
Lead Technician	7	0	2	2	0	0	2
Leasing Agent	7	6	11	5	4	1	6
Maintenance Supervisor I	11	3	8	5	3	0	5
Maintenance Supervisor II	13	1	1	0	1	0	0
Maintenance Technician	6	14	23	9	8	5	10
Porter	1	2	1	-1	1	0	0
Property Specialist	8	0	1	1	0	1	0
Regulatory Compliance Manager	17	1	1	0	1	0	0
Senior Leasing Agent	8	0	1	1	0	0	1
Subtotal of Front-Line Staff:		38	70	32	27	7	36
Central Office Staff							
Administrative Specialist II	6	1	1	0	1	0	0
Assistant Director of Non-Profit	19	1	0	-1	0	0	0
Director of Beacon Communities	21	0	1	1	1	0	0
Senior Management Analyst	14	1	1	0	1	0	0
Subtotal of Central Office Staff:		3	3	0	3	0	0
Position Count		41	73	32	30	7	36



POSITION COUNT/STAFFING

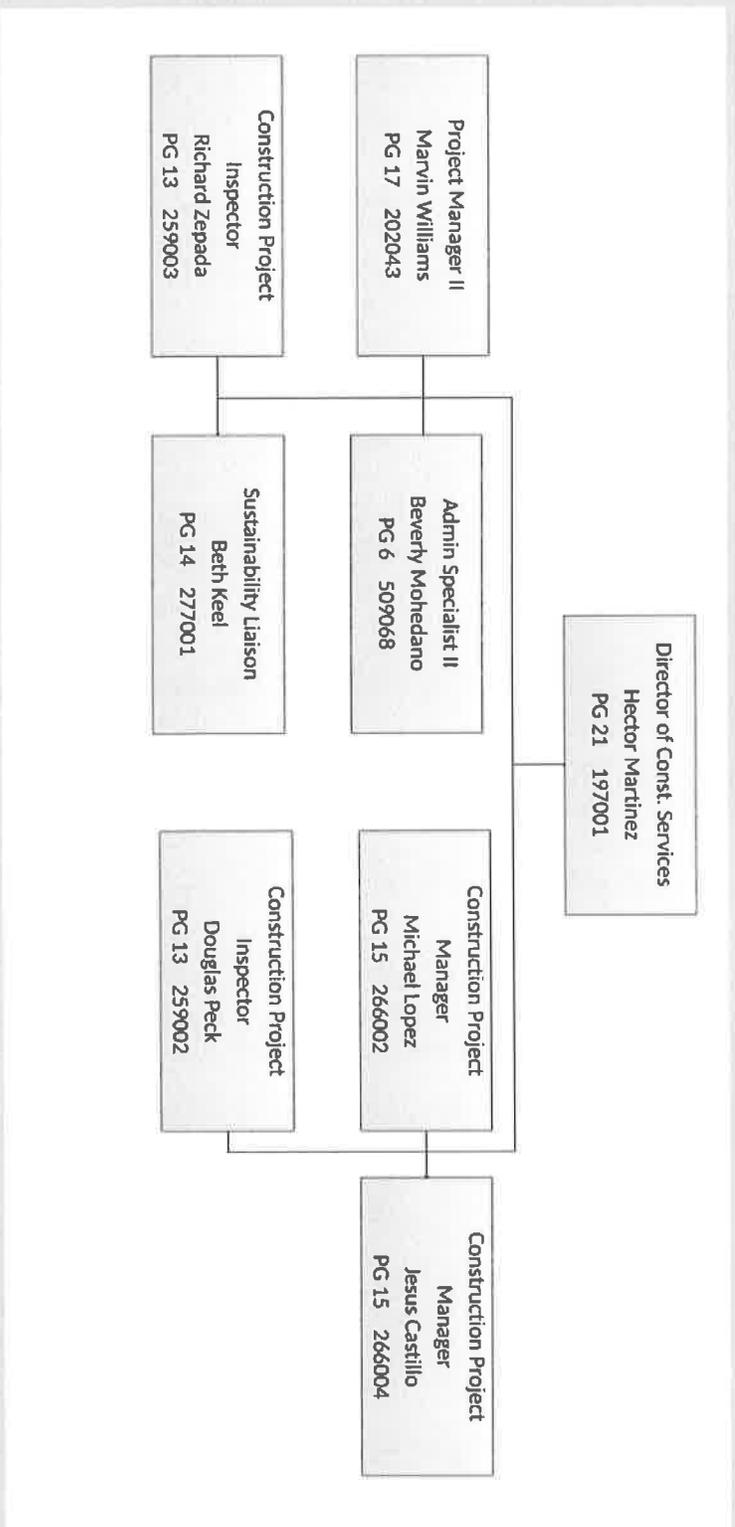
COMMUNITY DEVELOPMENT INITIATIVES
 Administrative Specialist II
 Asst. Director of Compliance & Jobs Plus Director
 Case Management Specialist
 Case Management Specialist-ED
 Case Management Supervisor
 Connect Home Coordinator
 Development Coordinator
 Director of Comm. Dev. Initiatives
 Elderly and Disabled Services Supervisor
 Foundation Coordinator
 Manager of Family Support Services
Subtotal for Community Development Initiatives:

Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. Budgeted Positions
6	1	1	0	1	0	0
19	1	1	0	1	0	0
8	1	1	0	1	0	0
8	6	7	1	5	2	0
13	2	2	0	2	0	0
13	1	1	0	1	0	0
13	1	1	0	1	0	0
21	1	1	0	1	0	0
13	1	1	0	1	0	0
13	1	1	0	1	0	0
16	1	1	0	1	0	0
17	17	18	1	16	2	0

Grant Funded Positions
Annie Casey
 Jobs Plus Community Organizer
 Job Developer
 Resource Specialist
Alamo College HPOG Grant
 Administrative Specialist I
 Service Coordinator Supervisor
Choice Grant
 Jobs Plus Program Manager
Endowment
 Endowment Community Case Manager
Jobs Plus - Cassiano
 Jobs Plus - Administrative Specialist I
 Jobs Plus Community Organizer
 Jobs Plus Community Resource Specialist
 Jobs Plus Placement Coordinator
 Jobs Plus Program Manager
 Jobs Plus Senior Resource Specialist
ROSS Service Coordinator
 Service Coordinators
FSS Program Coordinator 2015 Funding
 FSS Case Management Specialist
Subtotal of Grant Positions:

12	1	1	0	1	0	0
13	1	1	0	1	0	0
8	1	1	0	1	0	0
3	1	1	0	1	0	0
13	1	1	0	1	0	0
14	1	1	0	1	0	0
9	2	2	0	2	0	0
3	1	1	0	1	0	0
12	1	1	0	1	0	0
8	1	1	0	1	0	0
12	1	1	0	1	0	0
14	1	1	0	1	0	0
9	1	1	0	1	0	0
10	3	3	0	3	0	0
9	17	17	0	16	0	1
34	34	34	0	33	0	1
51	52	1	49	2	1	

ORGANIZATION CHART



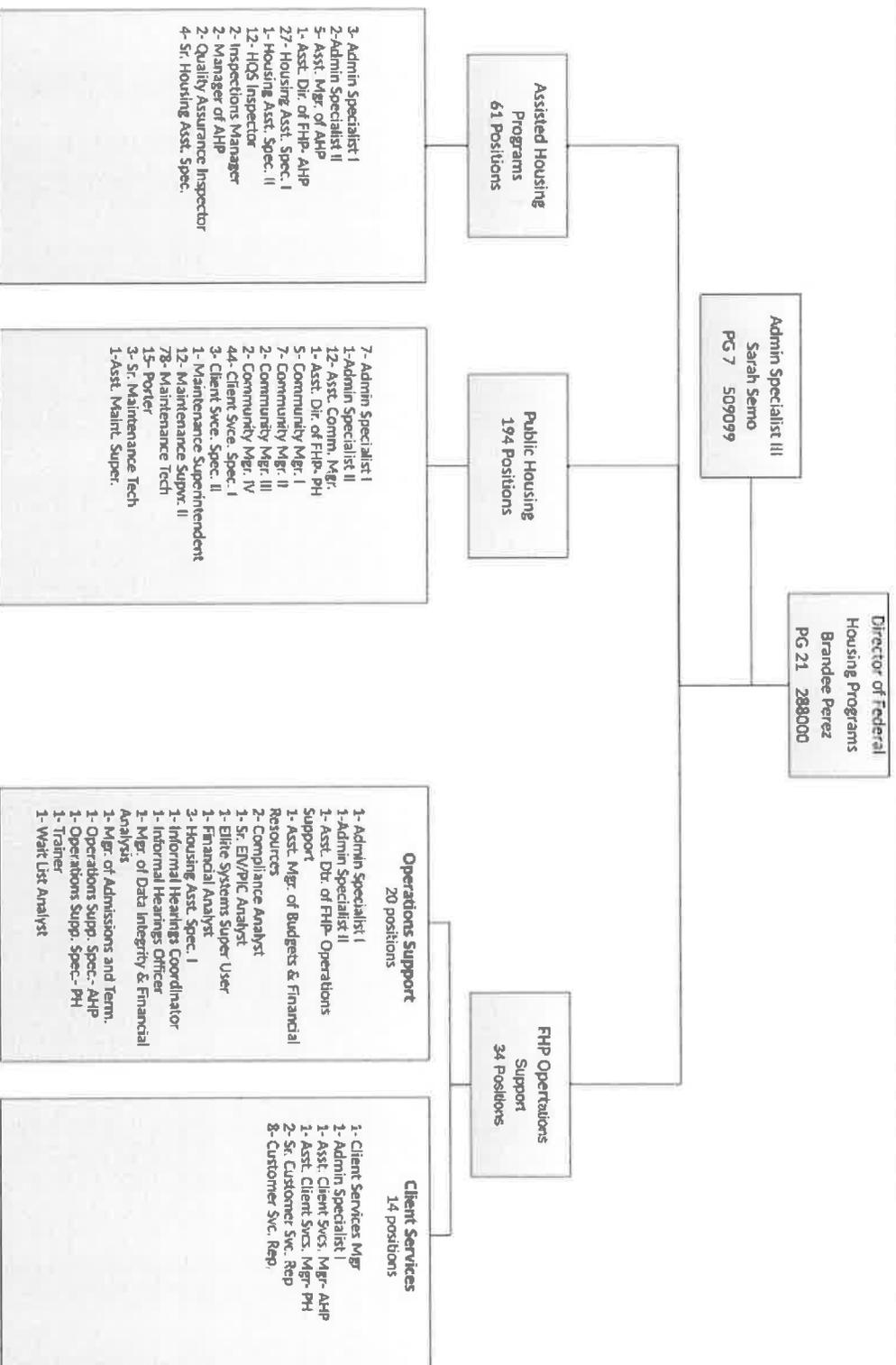
POSITION COUNT/STAFFING

CONSTRUCTION SERVICES & SUSTAINABILITY

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
Administrative Specialist II	6	1	1	0	1	0	0
Construction Project Inspector	13	2	2	0	2	0	0
Director of Construction Services	21	1	1	0	1	0	0
Construction Project Manager	15	2	2	0	2	0	0
Maintenance Superintendent	15	1	1	0	1	0	0
Sustainability Liaison	14	1	1	0	1	0	0
Project Manager II	17	1	1	0	1	0	0
Subtotal of Construction Services:		9	9	0	9	0	0
Transfer of Positions to Public Housing:							
Maintenance Superintendent	15	0	-1	-1	1	0	0
Subtotal of Transfers:		0	-1	-1	1	0	0
Position Count		9	8	-1	10	0	0



ORGANIZATION CHART



POSITION COUNT/STAFFING

ASSISTED HOUSING PROGRAMS

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. Budgeted Positions 2019
Administrative Specialist I	3	4	4	0	4	0	0
Administrative Specialist II	6	3	3	0	2	0	1
Assistant Client Service Manager	13	1	1	0	1	0	0
Assistant Director of Housing Programs	19	1	0	-1	1	0	-1
Assistant Director FHP- AHP	19	0	1	1	0	0	1
Assistant Manager - AHP	13	5	5	0	5	0	0
Manager of Assisted Housing	16	2	2	0	2	0	0
Client Service Manager	16	1	1	0	1	0	0
Compliance Analyst	11	2	2	0	2	0	0
Customer Service Representative	2	9	8	-1	7	1	0
Director of Federal Housing Programs	21	1	1	0	1	0	0
EV/PLC Analyst	11	1	0	-1	1	0	-1
Housing Assistant Specialist I	8	28	28	0	27	1	0
Housing Assistant Specialist II	9	1	1	0	1	0	0
Housing Quality Inspector	7	12	12	0	11	0	1
Informal Hearings Coordinator	10	1	1	0	1	0	0
Informal Hearings Officer	11	0	1	1	0	0	1
Mgr Data Integ Finan Analysis	16	1	1	0	0	0	1
Mgr of Admissions & Terminations- FHP	16	0	1	1	0	0	1
Inspections Manager	16	2	2	0	2	0	0
Operations Support Specialist	12	1	1	0	1	0	0
Quality Assurance Inspector	10	2	2	0	2	0	0
Sr. Customer Service Representative	5	0	1	1	0	0	1
Sr. Housing Asst. Specialist	10	4	4	0	4	0	0
Sr. Mgr. Of Operations & Financial Resources	16	1	0	-1	0	0	0
Trainer	10	1	1	0	1	0	0
Position Count		84	84	0	77	2	5
UNIFIED APPLICATION CENTER							
Administrative Specialist I	3	1	1	0	1	0	0
Assistant Manager of Budget & Financial	14	1	1	0	1	0	0
Housing Assistant Specialist I	8	2	2	0	2	0	0
Wait List Analyst	11	1	1	0	1	0	0
Position Count		5	5	0	5	0	0



POSITION COUNT/STAFFING

PUBLIC HOUSING

Front-Line Staff

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees	Currently Filled with Temps	Currently Filled vs. Budgeted Positions
Administrative Specialist I	3	7	7	0	7	0	0
Assistant Community Manager	10	11	12	1	10	0	2
Carpenter-Make Ready	7	1	1	0	1	0	0
Client Service Specialist I	7	44	44	0	42	2	0
Client Service Specialist II	8	4	3	-1	3	0	0
Community Manager I	12	4	4	0	4	0	0
Community Manager II	14	8	7	-1	7	0	0
Community Manager III	16	1	2	1	2	0	0
Community Manager IV	17	2	2	0	2	0	0
HVAC Mechanic/Maint.	8	1	1	0	1	0	0
Maintenance Supervisor I	11	1	0	-1	0	0	0
Maintenance Supervisor II	13	11	12	1	12	0	0
Maintenance Technician	6	71	71	0	60	9	2
Maintenance Technician-Make Ready	6	4	4	0	2	0	2
Painter/Maintenance	6	1	1	0	1	0	0
Porter	1	15	15	0	13	2	0
Senior Maintenance Tech	7	3	3	0	3	0	0
Subtotal of Front-Line Staff:		189	189	0	170	13	6

Central Office Staff

Direct Cost to COCC

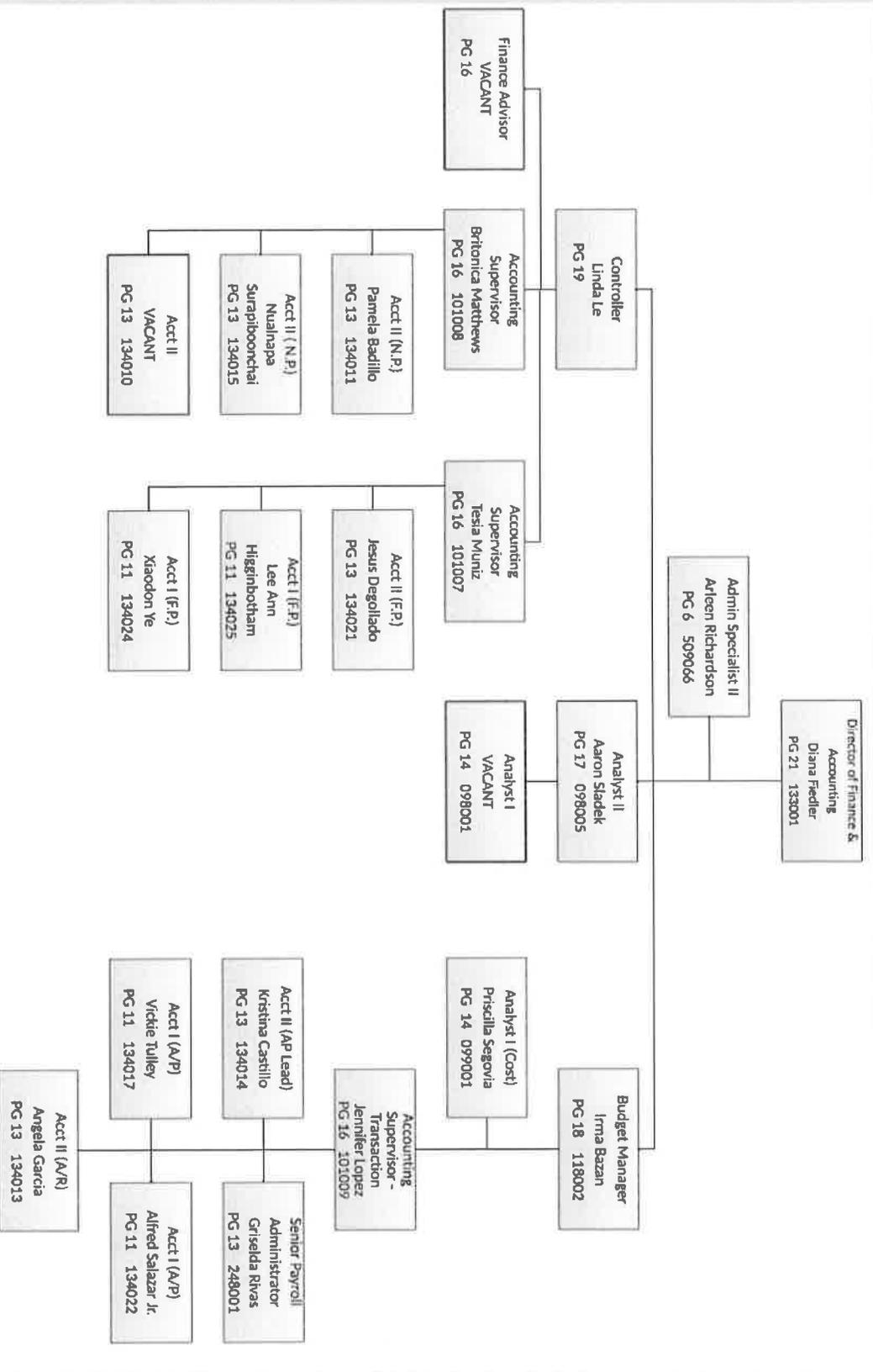
Administrative Specialist II	6	1	1	0	1	0	0
Administrative Specialist III	7	0	1	1	1	0	0
Assistant Director	19	2	0	-2	2	0	-2
Assistant Client Service Mgr	13	0	1	1	1	0	0
Assistant Director - FHP - PH	19	0	1	1	0	0	1
Assistant Director of FHP - Operations Support	19	0	1	1	0	0	1
Asst. Maint. Superintendent	13	0	1	1	0	0	1
Community Manager I	12	1	1	0	1	0	0
Customer Care Specialist	5	1	0	-1	1	0	-1
EIV/PLC Analyst	10	1	0	-1	1	0	-1
Elite Systems Super User	14	1	1	0	1	0	0
Financial Analyst	13	0	1	1	1	0	0
Management Analyst-PH	11	2	0	-2	0	0	0
Onbudserson	11	0	0	-1	0	0	0
Operations Support Specialist	12	0	1	1	1	0	0
Sr. Customer Service Representative	5	0	1	1	0	0	1
Sr. EIV Analyst	12	0	1	1	0	0	1
Subtotal of Direct Cost to COCC:		10	12	2	11	0	1

Transfer of Positions from Construction
Maintenance Superintendent
Subtotal of Transfers from Construction:

Position Count

15	0	1	1	1	1	0	0
	0	1	1	1	1	0	0
	199	202	3	182	13	7	

ORGANIZATION CHART

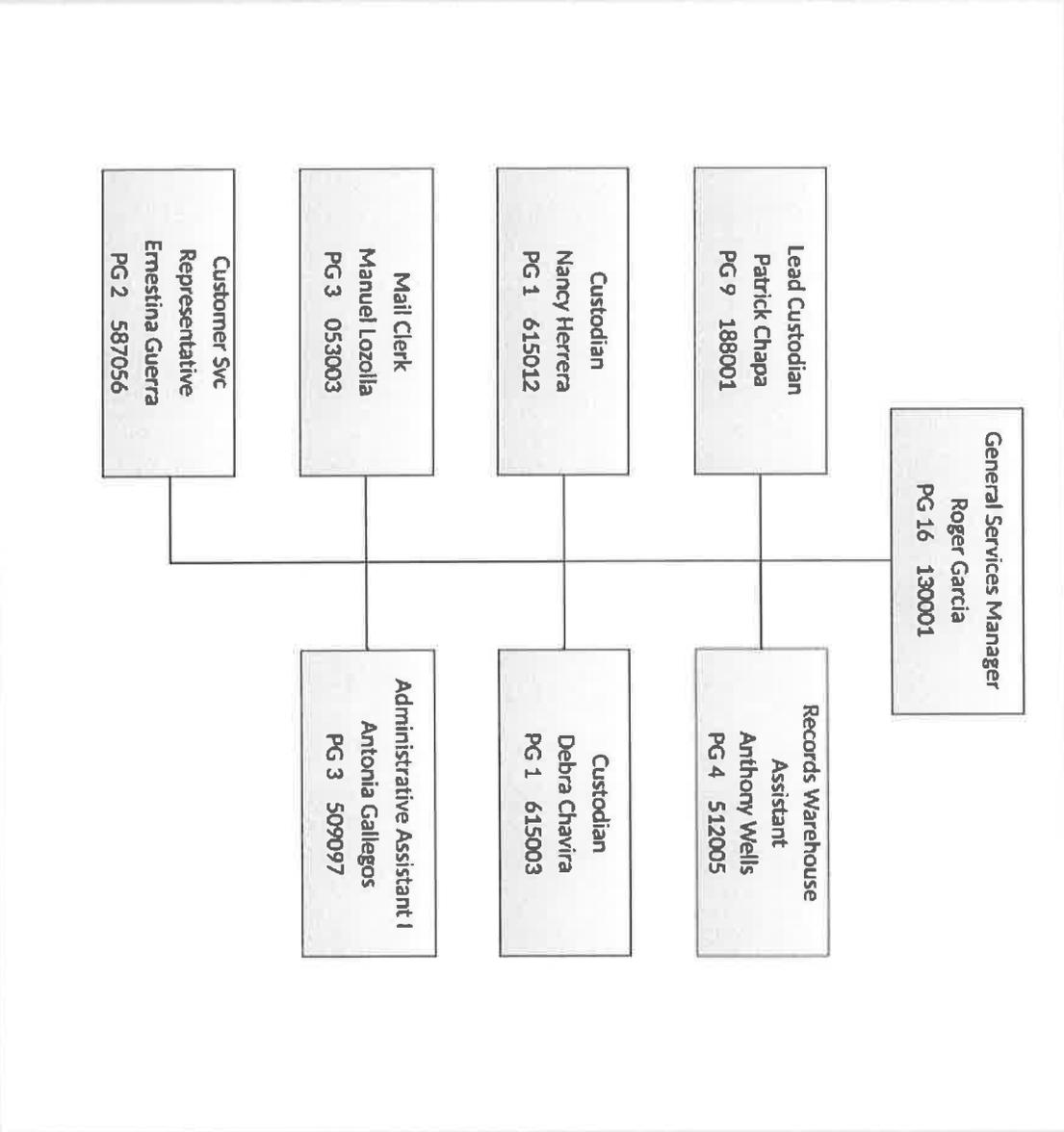


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
FINANCE & ACCOUNTING							
Accountant I	11	2	4	2	4	1	-1
Accountant II	13	8	6	-2	5	0	1
Accounting Supervisor	16	3	2	-1	2	0	0
Accounting Supervisor- Transactions	16	1	1	0	1	0	0
Admin. Specialist II	6	1	1	0	1	0	0
Analyst I	14	2	2	0	2	0	0
Analyst II	17	1	1	0	1	0	0
Budget Manager	18	1	1	0	1	0	0
Controllor	19	0	1	1	1	0	0
Director of Finance & Accounting	21	1	1	0	1	0	0
Finance Advisor	16	0	1	1	1	0	0
Financial Reporting Manager	19	1	0	-1	0	0	0
Senior Payroll Administrator	13	1	1	0	1	0	0
Position Count		22	22	0	21	1	0



ORGANIZATION CHART

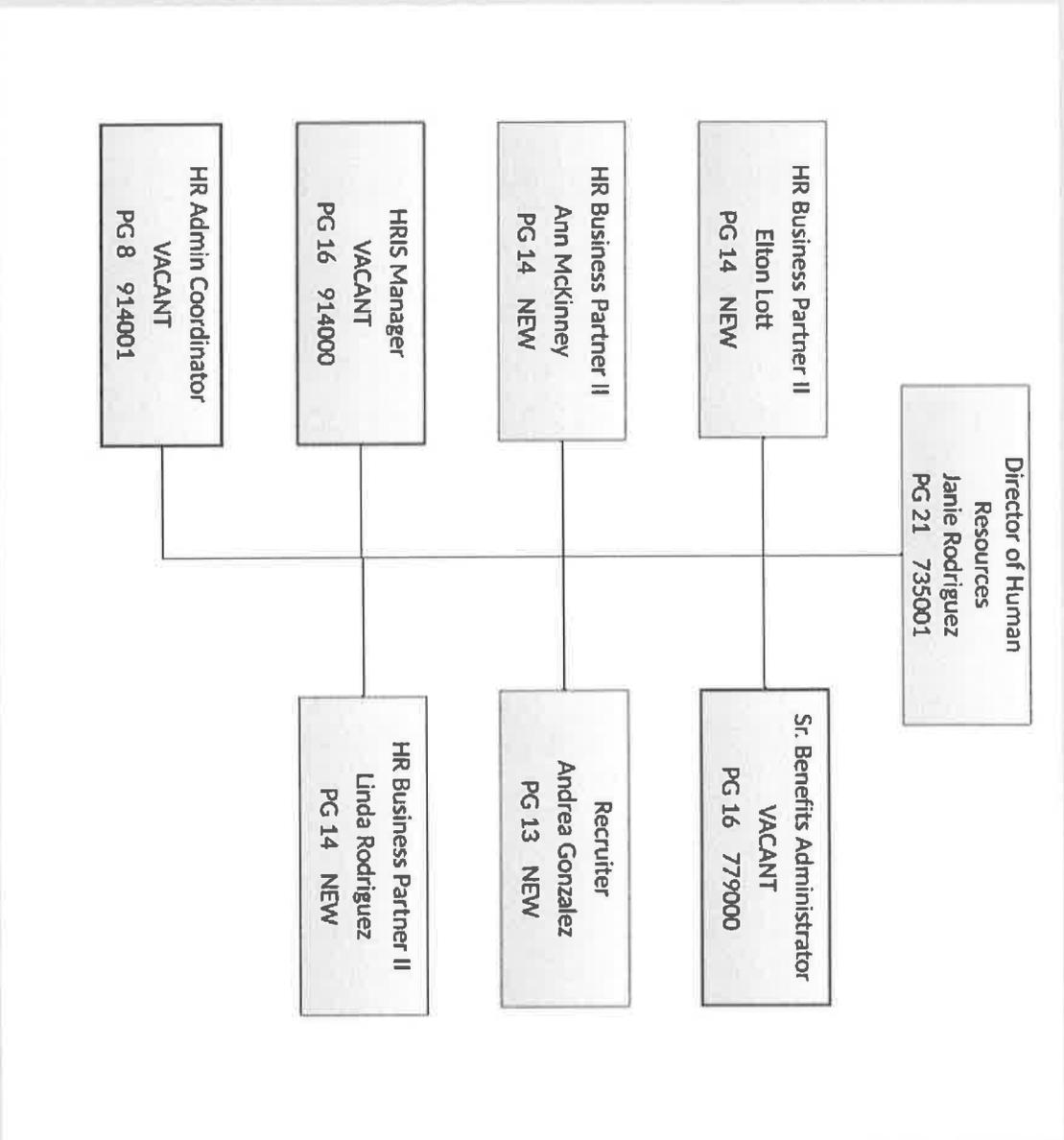


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. Budgeted 2019 Positions
GENERAL SERVICES							
Administrative Specialist I	3	1	1	0	1	0	0
Custodian	1	2	2	0	2	0	0
Customer Service Representative	2	1	1	0	1	0	0
General Services Manager	16	1	1	0	1	0	0
Lead Custodian	9	1	1	0	1	0	0
Mail Clerk	3	1	1	0	1	0	0
Records Warehouse Assistant	4	1	1	0	1	0	0
Position Count		8	8	0	8	0	0



ORGANIZATION CHART



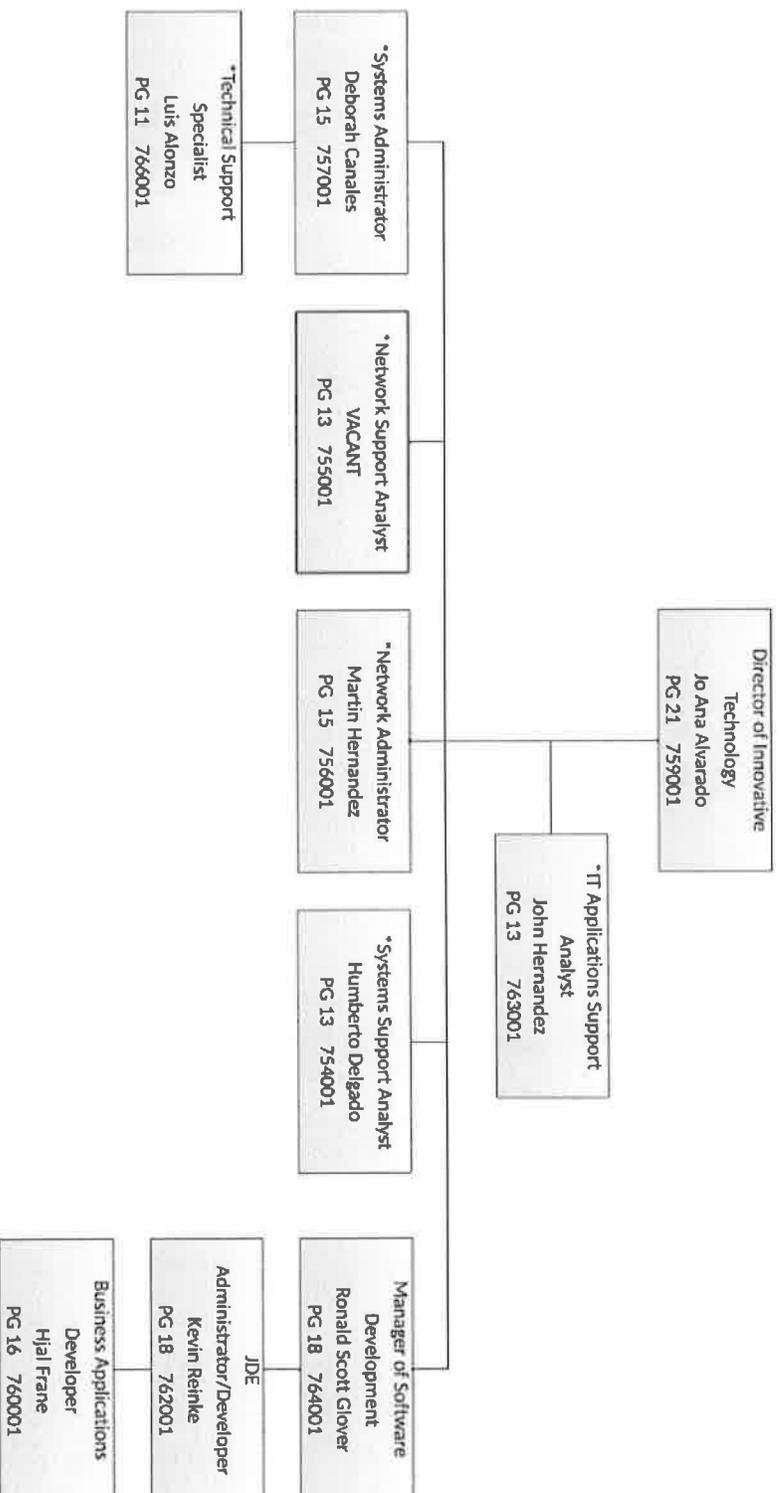
POSITION COUNT/STAFFING

HUMAN RESOURCES

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
Sr. HR Generalist	15	1	0	-1	1	0	-1
Director of Human Resources	21	1	1	0	1	0	0
HR Administrative Coordinator	8	0	1	1	0	0	1
HR Analyst I	10	1	0	-1	0	0	0
HR Assistant	7	1	0	-1	0	1	-1
HR Business Partner II	14	0	3	3	0	0	3
HR Generalist I	10	1	0	-1	1	0	-1
HR Generalist II	12	3	0	-3	2	0	-2
HRIS Manager	16	0	1	1	0	0	1
Recruiter	13	0	1	1	0	0	1
Sr. Benefits Administrator	16	0	1	1	0	0	1
Position Count		8	8	0	5	1	2



ORGANIZATION CHART



* Positions charged out to business units serviced.

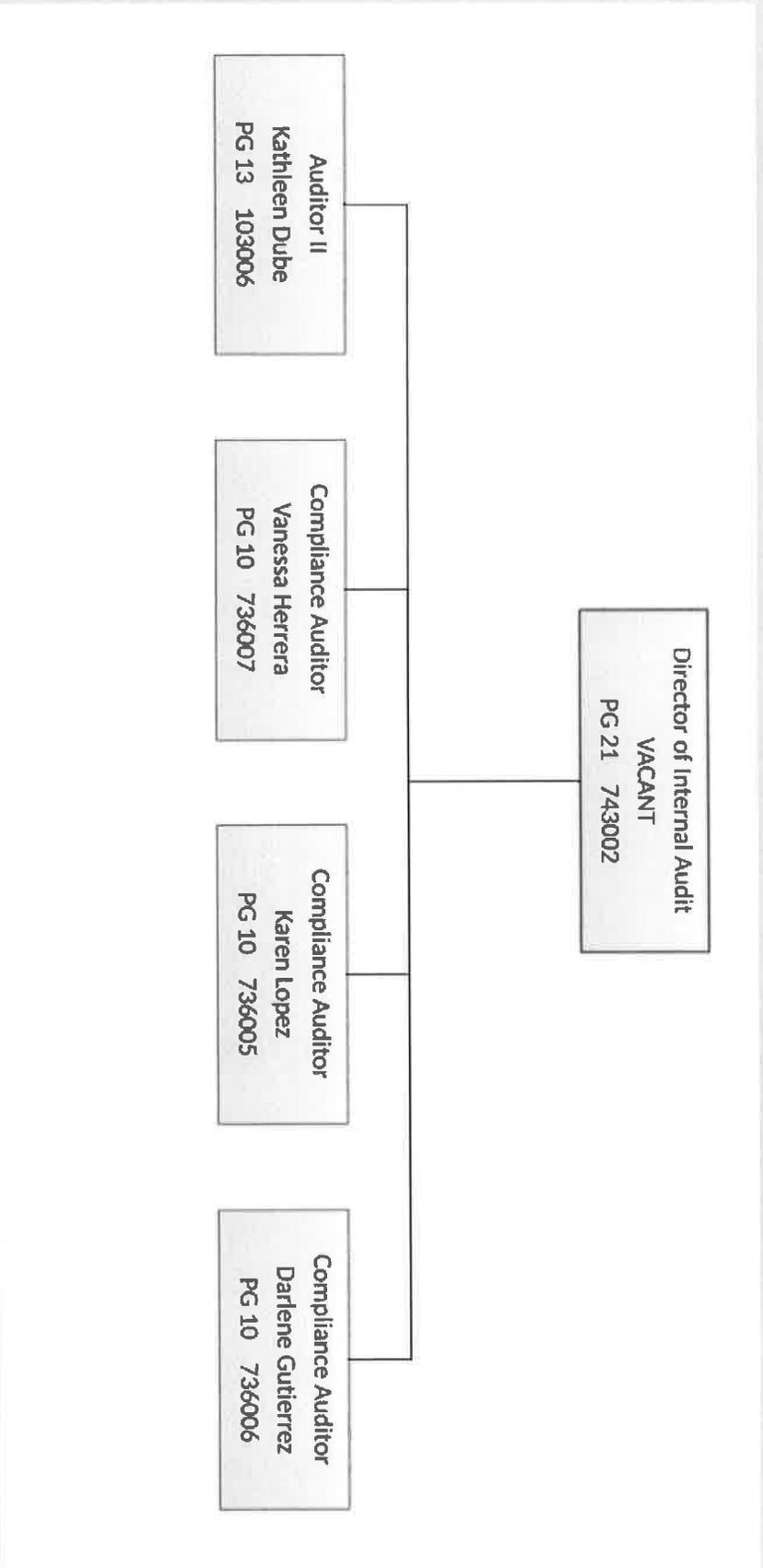


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
Innovative Technology							
Systems Administrator	15	1	1	0	1	0	0
IT/Application Support Analyst	13	1	1	0	1	0	0
Network Support Analyst	13	1	1	0	0	0	1
Systems Support Analyst	13	1	1	0	1	0	0
Technical Support Specialist	11	1	1	0	1	0	0
Network Administrator	15	1	1	0	1	0	0
Position Count		6	6	0	5	0	1
Innovative Technology Administration							
Director of Innovative Technology	21	1	1	0	1	0	0
JDE/Administrator/ Developer	18	1	1	0	1	0	0
Business Applications Developer	16	1	1	0	1	0	0
Manager of Software Development	18	1	1	0	1	0	0
Position Count		4	4	0	4	0	0



ORGANIZATION CHART

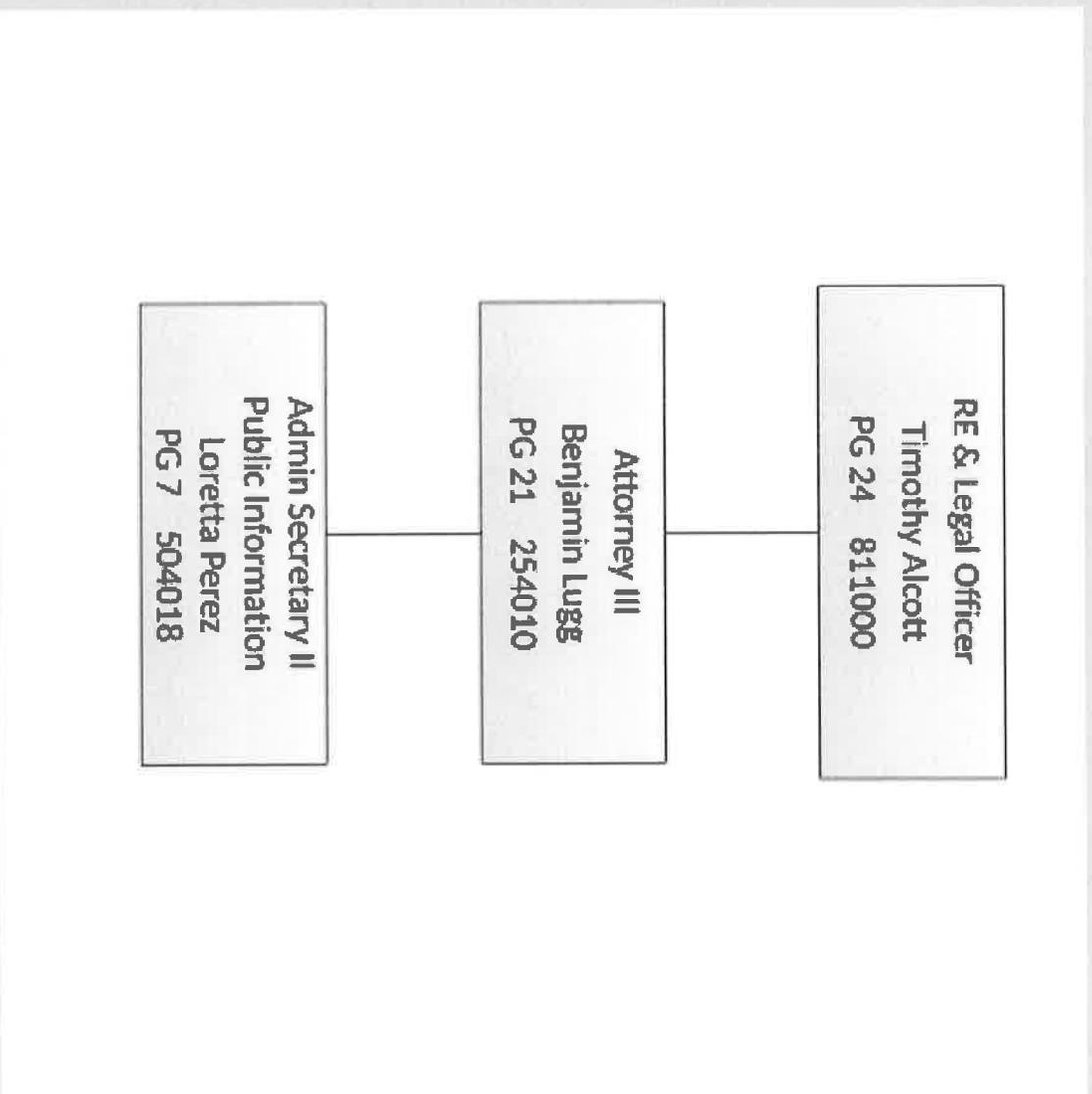


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
INTERNAL AUDIT							
Director of Internal Audit	21	1	1	0	0	1	0
Auditor II	13	1	1	0	1	0	0
Compliance Auditor	10	3	3	0	3	0	0
Position Count		5	5	0	4	1	0



ORGANIZATION CHART

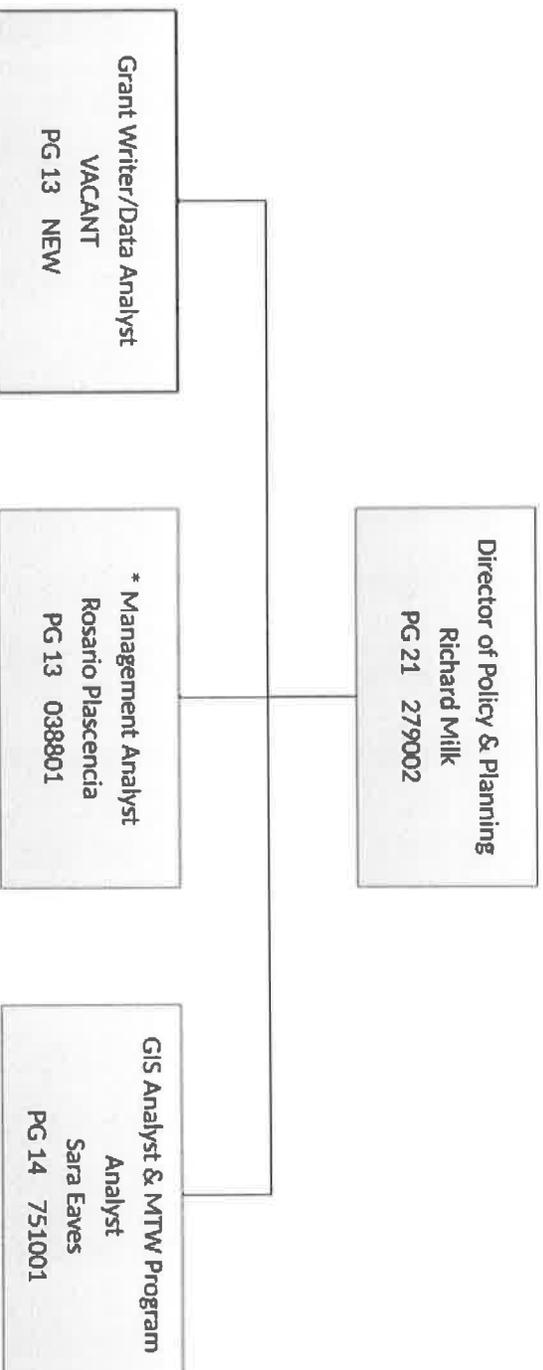


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
LEGAL SERVICES							
Administrative Secretary II	7	1	1	0	1	0	0
Attorney III	21	1	1	0	1	0	0
Position Count		2	2	0	2	0	0



ORGANIZATION CHART



* ½ is paid by Choice Implementation Grant

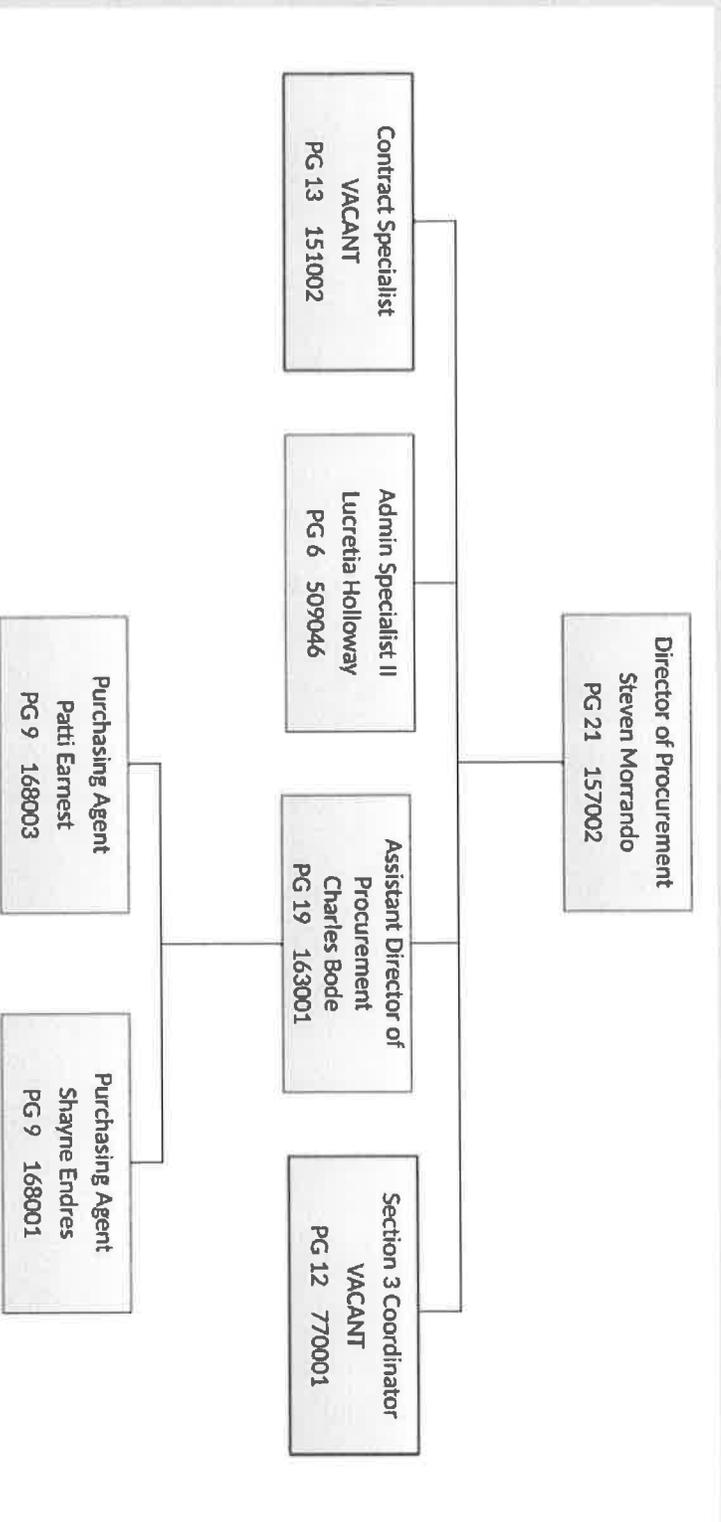


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
Policy and Planning							
Director of Policy & Planning	21	1	1	0	1	0	0
GIS Analyst	14	1	1	0	1	0	0
Grant Writer/Data Analyst	13	0	1	1	0	0	1
Management Analyst	13	1	1	0	1	0	0
Position Count		3	4	1	3	0	1



ORGANIZATION CHART

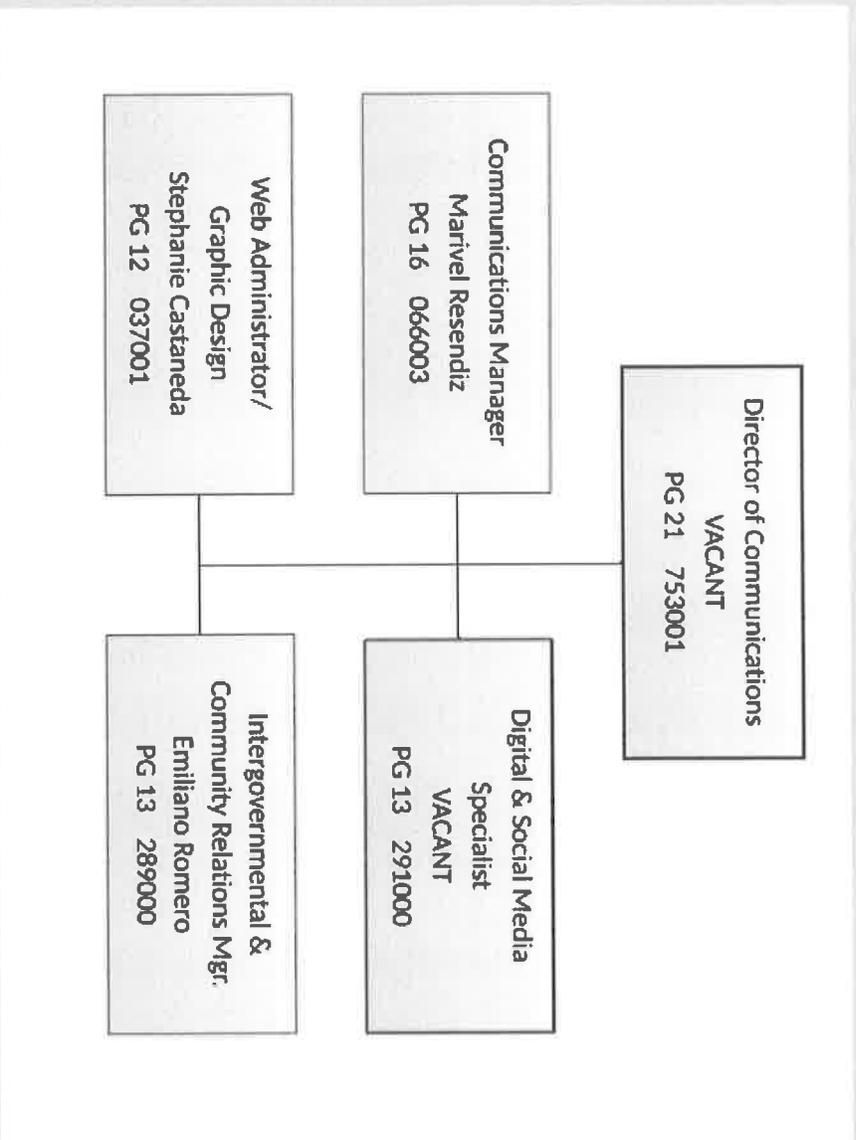


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
PROCUREMENT							
Administrative Specialist II	6	1	1	0	1	0	0
Assistant Director of Procurement	19	1	1	0	1	0	0
Contract Specialist	13	1	1	0	0	0	1
Director of Procurement	21	1	1	0	1	0	0
Section 3 Coordinator	12	1	1	0	0	0	1
Purchasing Agent	9	2	2	0	2	0	0
Position Count		7	7	0	5	0	2



ORGANIZATION CHART

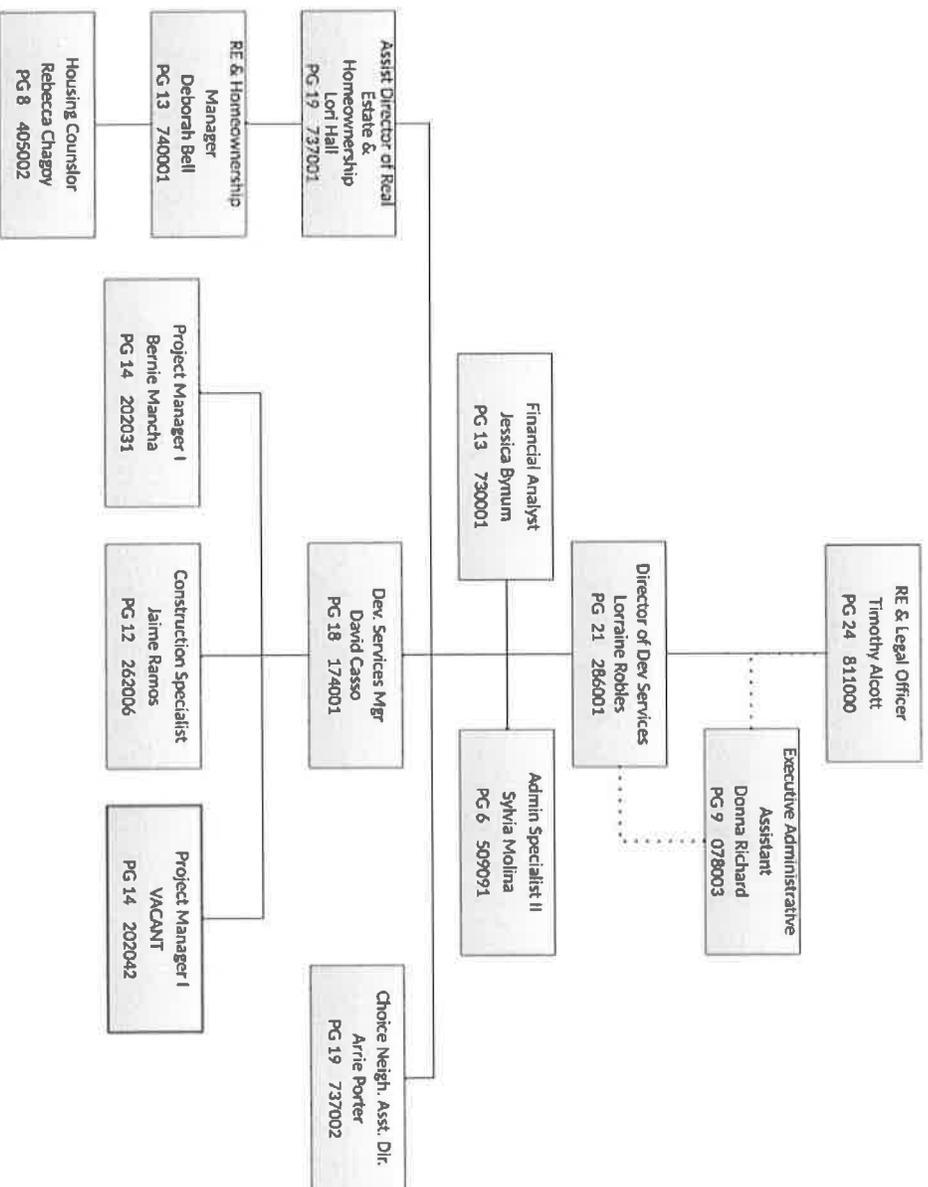


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
PUBLIC AFFAIRS							
Communications Manager	16	1	1	0	1	0	0
Digital and Social Media Specialist	13	1	1	0	0	0	1
Director of Communications	21	1	1	0	0	0	1
Intergovernmental & Community Relations Mgr.	13	1	1	0	1	0	0
Web Admin/Graphic Designer	12	1	1	0	1	0	0
Position Count		5	5	0	3	0	2



ORGANIZATION CHART



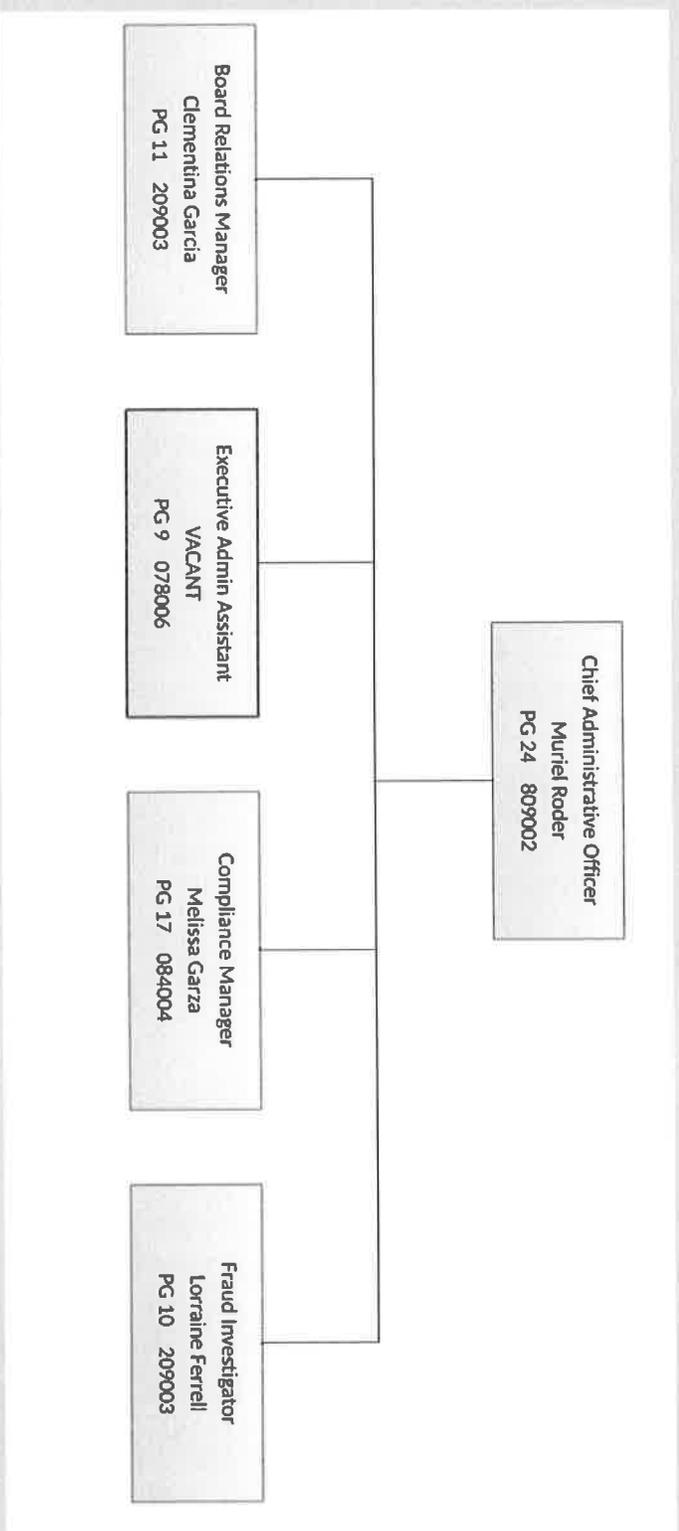
Notes
*Paid by the Choice Grant

POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
REAL ESTATE SERVICES							
Administrative Specialist II	6	1	1	0	1	0	0
Construction Specialist	12	1	1	0	1	0	0
Director of Development Services	21	1	1	0	1	0	0
Financial Analyst	13	1	1	0	1	0	0
Assistant Director of RE & Development	19	1	0	-1	0	0	0
Assistant Director of RE & Homeownership	19	1	1	0	1	0	0
Asst. Director of Choice Neighborhood Pgm	19	0	1	1	1	0	0
Executive Administrative Assistant	9	1	1	0	1	0	0
Housing Counselor	8	0	1	1	1	0	0
Project Manager I	14	2	2	0	1	0	1
Development Services & Neigh. Revital. Officer	24	1	0	-1	0	0	0
Real Estate and Legal Services Officer	24	0	1	1	1	0	0
Development Services Manager	18	0	1	1	1	0	0
RE & Homeownership Manager	13	1	1	0	1	0	0
Manager of Choice Neighborhood Programs*	17	1	0	-1	0	0	0
Homeownership Coordinator	8	1	0	-1	0	0	0
Subtotal of Real Estate Services:		13	13	0	12	0	1
Transfer of Positions to Executive:							
Real Estate and Legal Services Officer	24	0	-1	-1	1	0	0
Subtotal of Transfers:		0	-1	-1	1	0	0
Position Count		13	12	-1	13	0	1



ORGANIZATION CHART



POSITION COUNT/STAFFING

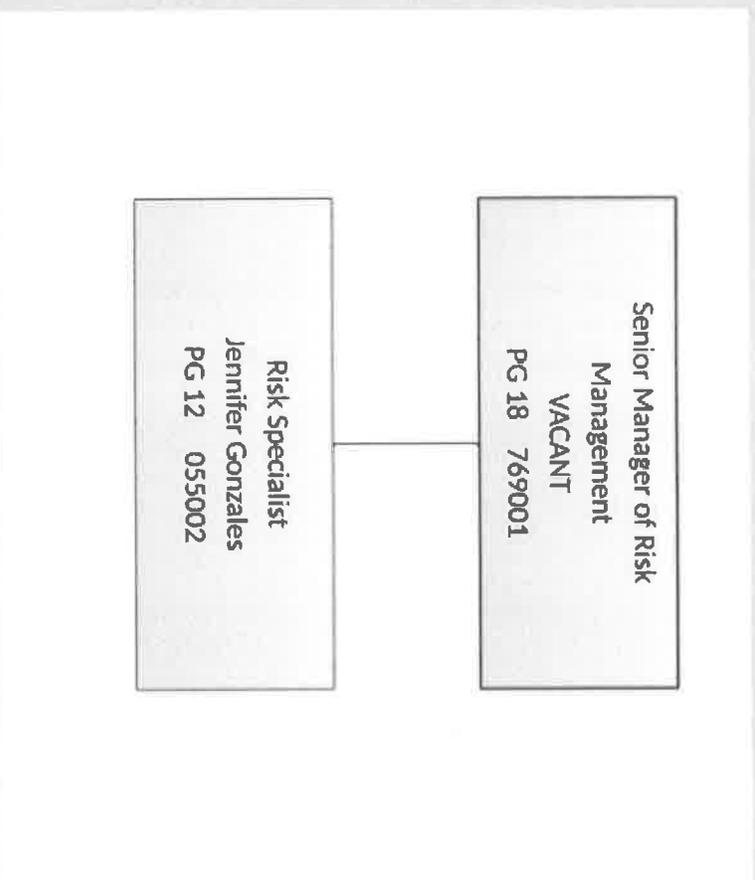
REGULATORY OVERSIGHT

Board Relations Manager
 Compliance Manager
 Executive Administrative Assistant
 Fraud Investigator
Position Count

Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
11	1	1	0	1	0	0
17	1	1	0	1	0	0
9	1	1	0	0	0	1
10	1	1	0	1	0	0
	4	4	0	3	0	1



ORGANIZATION CHART

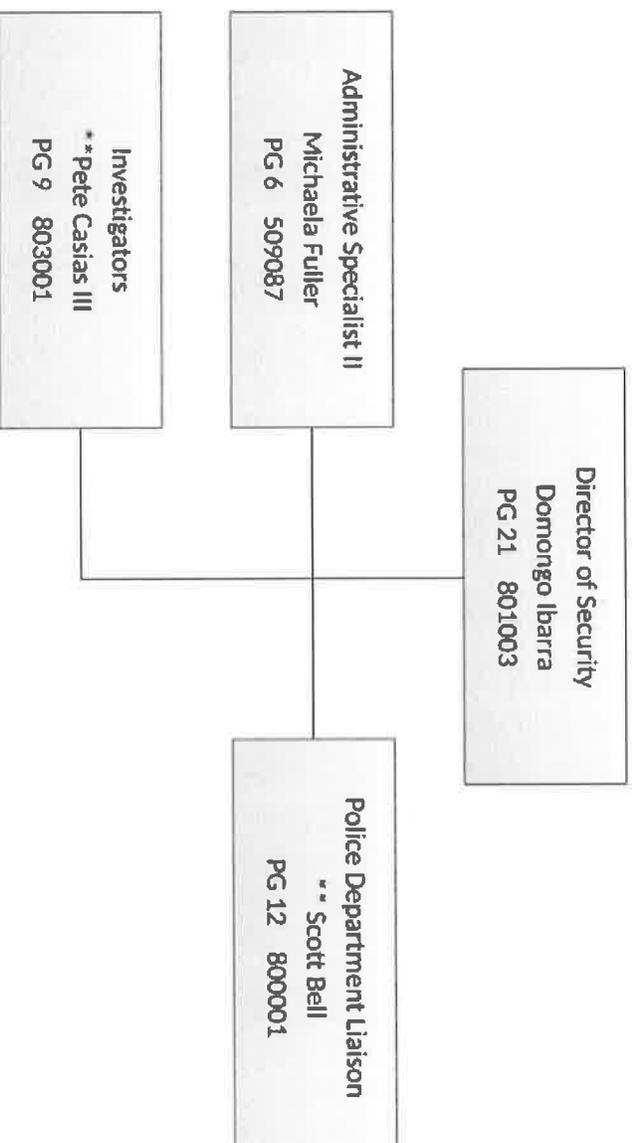


POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
RISK MANAGEMENT							
Sr. Manager of Risk Management	18	1	1	0	0	0	1
Risk Specialist	12	1	1	0	1	0	0
Position Count		2	2	0	1	0	1



ORGANIZATION CHART



** Part-time positions.



POSITION COUNT/STAFFING

	Pay Grade	Budget for FYE Ending 2018	Budget for FYE Ending 2019	Variance	Currently Filled with SAHA Employees 2018	Currently Filled with Temps 2018	Currently Filled vs. 2019 Budgeted Positions
SECURITY DIVISION							
<i>Direct Cost to COCC</i>							
Administrative Specialist II	6	1	1	0	1	0	0
Director of Security	21	1	1	0	1	0	0
Police Department Liaison	12	1	1	0	1	0	0
Position Count		3	3	0	3	0	0

