



Sacramento Steps Forward Continuum of Care (CoC) Policy Analyst Job Description

Job Title: CoC Policy Analyst
Department: Continuum of Care
Reports To: Chief Planning Officer
FLSA Status: Exempt
Date: March 3, 2020

ABOUT SACRAMENTO STEPS FORWARD:

Sacramento Steps Forward (SSF) is a 501(c)(3) nonprofit organization committed to ending homelessness in our region through collaboration, innovation, and connecting people to services. Walking side-by-side with our partners, we seek to provide people experiencing homelessness with the support and services they need to find stability and long-term housing. SSF uses a collaborative, data-driven, outcomes-based approach to help ensure individuals and families experiencing homelessness have access to housing, employment, healthcare, education and other resources for economic stability and an improved quality of life.

POSITION SUMMARY:

This position reports to the Chief Programs Officer and supports the planning and policy development work of SSF, independently and in collaboration with the professional staff, contracted consultants, and the CoC Board and its committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducting research and analysis on a wide array of homelessness-related topics for a variety of SSF stakeholders (local government, healthcare sector, CoC Board and its committees, etc.).
- Developing data-driven recommendations.
- Relying upon research and data to develop policy recommendations for CoC stakeholders.
- Creating high-quality written, visual, and data informed memos, reports, and tools for internal team members and external stakeholders.
- Supporting implementation of federal, state, and local programs to address homelessness.

- Identifying gaps and assessing the needs of the homeless response system.
- Supporting implementation of data-driven systems to measure performance, evaluate outcomes, identify cross-system usage trends, and develop policy solutions to address homelessness.
- Facilitating community-based strategic planning processes and engaging key stakeholders in efforts to prevent and end homelessness.
- Managing a dynamic array of projects and stakeholders with our collaborative team of dedicated professionals.

Other Responsibilities

- Regular, predictable attendance is required;
- Close partner to management staff in stakeholder meetings and community events;
- Serve as main spokesperson for the organization;
- Ability to interact and collaborate seamlessly with all levels of the organization;
- Other duties as assigned.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent communication skills (oral and written), including strong public speaking skills.
- Ability to cultivate collaborative partnerships.
- Strong analytical capabilities and enthusiasm for breaking down and explaining complex ideas.
- Demonstrated ability to conceptualize, initiate, and implement tasks.
- Working knowledge of federal and state poverty, and preferably homeless, programs.
- Ability to develop relationships and work with stakeholders including people with lived experience of homelessness, local homeless systems, practitioners, advocacy organizations, housing and homeless service organizations, local, state, and federal government partners, and elected officials / staff to understand their needs and to advance SSF's policy goals.
- Attention to detail and ability to prioritize and manage multiple ongoing projects under strict deadlines.
- Value close collaboration with team members but will also be self-motivated and able to work independently.
- Exceptional interpersonal skills.

MEASURES OF PERFORMANCE:

The CoC Policy Analyst shall be considered to be performing in an acceptable manner when the following have been accomplished:

- 1. Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- 2. Forward Thinking** – Anticipates possible problems and develops contingency plans in advance; notices trends in the industry and develops plans to prepare for opportunities or problems; anticipates the consequences of situations and information and plans accordingly; anticipates how individuals and groups will react to a situation and information and plans accordingly.
- 3. Project Management** – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- 4. Attention To Communication** – Ensures that others involved in a project or effort are kept informed about developments and plans; ensures that important information from his/her management is shared with others, as appropriate; shares ideas and information with others who might find them useful; uses multiple channels or means to communicate important messages (e.g. memos, newsletters, meetings).
- 5. Persuasive Communication** – Identifies and presents information or data that will have a strong effect on others; selects language and examples tailored to the level and experience of the audience; selects stories, analogies, or examples to illustrate a point; creates graphics or presentations that display information clearly and with high impact.
- 6. Leadership** – Exhibits confidence in self and others; Inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- 7. Influencing Others** – Involves others in a process of decision to ensure their support; offers trade- offs or exchanges to gain commitment; enlists experts or third parties to influence others; develops other indirect strategies to influence others.

8. **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoughtfulness.
9. **Ethics** – Treats people with respect; keeps commitments; Inspires the trust of others; works with integrity and in an ethical manner; upholds organizational values.
10. **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

Education and experience: MPA, MPP, MSW (Policy Analyst) from an accredited college or university, or BA/BS with two (2) to three (3) years related experience and/or training;

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should be proficient in Microsoft Office Applications such as Microsoft Word, Excel, and PowerPoint, and should possess typing skills of at least 60 wpm. Knowledge of basic office equipment to include copy and fax machines, postage meter, telephone, and voice mail. Experience with data visualization and/or analysis tools (e.g., Tableau, SPSS) is preferred but not required.

Certificates, Licenses, Registrations: A current CA driver's license and proof of auto insurance is required.

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle, and feel; reach with hands and arms; climb, balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required for job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

- Workplace is a smoke and drug-free environment.
- Intermittent travel to off-site locations required.
- Position requires frequent and regular computer and phone use.
- This position requires attendance during regular business hours from 9:00 AM to 5:00 PM, Monday through Friday. Occasional night and weekend hours may be required.

COMPENSATION:

Salary is commensurate with experience. A comprehensive benefits package (with some employee contributions) includes medical, dental, vision and disability insurance.