



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: June 16, 2026

Department of City Development – General Management and Policy Development

Current	Recommended
Housing Programs Manager PR 1JX (\$85,366 - \$123,106) FN: Recruitment rate is \$104,997 (One Position)	Housing Programs Manager PR 1KX (\$91,006 - \$131,235) FN: Recruitment rate is \$111,899 (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Department of City Development has requested the reallocation of one position of Housing Programs Manager within the Housing Development Section to from Pay Range 1JX to Pay Range 1KX. A job description was provided and discussions were held with Lafayette Crump, Commissioner Department of City Development, and Vanessa Armstrong, Department of City Development Human Resources Administrator.

Background

Prior to the 2024 reclassification study, the Housing Programs Manager position was in the same Pay Range as the following DCD positions: Commercial Property Disposition Manager, Long Range Planning Manager, Neighborhood Business Development Administrator, and Residential Property Disposition Manager. All of these DCD positions, including the Housing Programs Manager, provide a similar level of responsibility and supervision. Reallocating the Housing Programs Manager from Pay Range 1JX to Pay Range 1KX will create parity with the other DCD positions.

Analysis

Under the direction of the Redevelopment & Special Projects Manager, this position is responsible for overseeing, directing and coordinating the staff and programs for the Department's housing and neighborhood redevelopment activities. Duties and responsibilities include:

- 20% Manage expenditure of federal CDBG (Community Development Block Grant) and HOME (Home Investment Partnership Program) funds, City Strong Neighborhood Program funds, City housing funds and other resources allocated to the department's housing and neighborhood development programs and activity. Establish and implement procedures to ensure compliance with federal regulations, City policies and funder requirements with respect to general program requirements, including program applications, contractor participation and performance, fund disbursement and reporting.
- 15% Direct the activities of housing and neighborhood redevelopment staff in order to achieve desired goals. Build and maintain a culture of outstanding client service and creative problem-solving.

- 15% Formulate housing policy and new programming initiatives to respond to, neighborhood needs, Mayoral priorities, and funding opportunities. Represent the Department and Administration in policy and program discussions with elected officials, community partners, philanthropic organizations and residents. Serve as the public face of the department’s housing rehabilitation and preservation programs and neighborhood initiatives.
- 15% Develop, cultivate and maintain partnerships with local community organizations, lenders, residents and other stakeholders to support the City's housing and neighborhood redevelopment goals.
- 10% Provide direction and staff support to the Neighborhood Improvement Development Corporation, a City-operated non-profit housing development organization. Set agendas for NIDC board meetings, recruit new board members, and communicate with board members to ensure board is informed of and supports departmental initiatives.
- 10% Seek and develop outside sources of funding (such as grants from foundations) to leverage resources for City housing initiatives.
- 10% Assist in the preparation of the annual budget for the Department's housing and neighborhood redevelopment activities.
- 5% Perform other duties as assigned.

Minimum qualifications include a Bachelor's Degree from an accredited college or university in business, real estate development, public policy, or a closely related field or equivalent, plus a minimum of five (5) years of experience in managing and coordinating neighborhood redevelopment activities and programs. Master's degree preferred.

This position requires a high degree of personal initiative and independence. General policy direction and assistance in strategic planning is provided.

Recommendation

This position provides supervision, duties and responsibilities which are consistent with the supervision, duties and responsibilities of the following DCD positions:

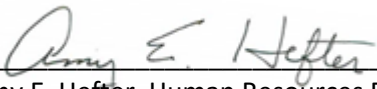
Classification	Function
Commercial Property Disposition Manager PR 1KX (\$91,006 - \$131,235) FN: Recruitment rate is \$111,899	Provides management of real estate initiatives and staff responsible for the same. Complex project management duties, including acquisition projects, commercial building and vacant land commercial real estate disposition, brownfield redevelopment of private and publicly owned assets, disposition and reuse of abandoned personal property, and development of new initiatives for blight reduction and urban renewal. Manages urban renewal and catalytic economic development activities. Manages multiple staff

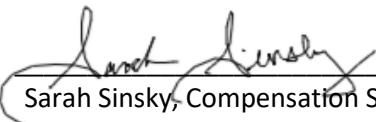
	responsible for complex real estate sales and development projects.
Neighborhood Business Development Administrator PR 1KX (\$91,006 - \$131,235) FN: Recruitment rate is \$111,899	Responsible for the management of a variety of commercial revitalization financing programs that generate private investment and new development. Position manages staff that implement these programs and maintain relationships with Business and Neighborhood Improvement Districts. Duties include strategy development, creation of work plans for targeted neighborhood initiatives, oversight of grant programs, facilitation of legislative processes, public outreach, promotion of opportunities to the private sector and reporting to policy-makers.
Residential Property Disposition Manager PR 1KX (\$91,006 - \$131,235) FN: Recruitment rate is \$111,899	Directs activities and staff involved in the maintenance, marketing, preservation and disposition of City-owned, tax-foreclosed (in rem) residential real estate (1 to 4 units).

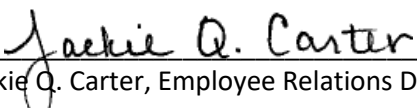
These duties, responsibilities, and requirements are currently comparable to the work performed by DCD positions: Commercial Property Disposition Manager, Neighborhood Business Development Administrator and Residential Property Disposition Manager. Based on this comparison, the recommendation is to reallocate the Housing Programs Manager position from Pay Range 1JX (\$85,366 - \$123,106) to Pay Range 1KX (\$91,006 - \$131,235). Recruitment rate is \$111,899.

Action Required – Effective Pay Period 15, 2026 (July 5, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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