

The proposed expansion positions are:

- Administration
 - Research Analyst
 - Assist the Department's leadership team with reviewing, analyzing, and drafting summary reports, presentations, proposals, and other documents related to Department programs, operations, and functions.
 - Accountant III
 - Provide quality control of the departments' accounting and financial transactions including analysis of fiscal data, controlling accounting records, maintaining and reconciling accounts, and ensuring accounting procedures are properly implemented throughout the Department.

- Federal Housing Program Division
 - Program Specialist III
 - Assist in managing Congressional Directed Spending and Community Project Funding requests, the Department's federal funding requests for housing, and other additional federal funding opportunities.
 - Secretary II
 - Provide administrative support to the Federal Housing Program Division.

- County Housing Programs Division
 - Secretary I
 - Provide administrative support to the County Housing Programs Division.

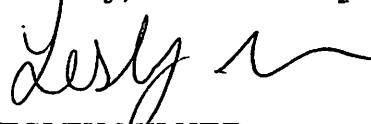
- Housing and Community Development Division
 - Secretary I
 - Provide administrative support to the Housing and Community Development Division.

No additional funding is being requested for the Fiscal Year 2025 Budget as the Department has sufficient cost savings from vacancies to fund these positions for the remainder of the Fiscal Year.

Alice L. Lee, Chair
January 10, 2025
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Thank you for your attention in this matter. Should you have any questions, please contact me at ext. 8239.

Sincerely,

A handwritten signature in black ink, appearing to read "Lesley Milner", with a long horizontal flourish extending to the right.

LESLEY MILNER
Budget Director

Attachment

cc. Richard E. Mitchell, Director of Housing