

CITY OF  
**ANTIOCH**  
CALIFORNIA

**STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of September 10, 2019

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Nickie Mastay, Administrative Services Director *NM*

**APPROVED BY:** Ron Bernal, City Manager *REB*

**SUBJECT:** Resolution Approving a New Class Specification of Unhoused Resident Coordinator, Assignment of a Salary Range and Placement of this Salary Range on the Hourly Classifications Salary Schedule, and Authorization the Appropriate Budget Adjustment

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**RECOMMENDED ACTION**

It is recommended that the City Council adopt a resolution:

- 1) Approving the class specification of Unhoused Resident Coordinator.
- 2) Assigning the Unhoused Resident Coordinator classification to a salary range and placing this salary range on the hourly classification salary schedule.
- 3) Authorizing the appropriate budget adjustments.

**FISCAL IMPACT**

The salary range for the Unhoused Resident Coordinator is \$50.00/hr - \$60.00/hr. This is a part-time position with the cost of this position not to exceed \$120,000. This position will be funded by the General Fund.

**DISCUSSION**

The Homeless Encampment Task Force has recommended to the City Council an Unhoused Resident Coordinator position be created to address the issues raised during the Homeless Encampment Task Force Committee meetings. In tonight's previous agenda item, the City Council considered the creation of this position and, if approved, leads to this item now before Council for their consideration.

At the August 27, 2019 City Council meeting, the Homeless Encampment Task Force Committee, comprised of Mayor Pro Tem Motts and Council member Thorpe, gave an update and a PowerPoint presentation to City Council and citizens of Antioch on the

growing homeless crisis in Antioch, the effects of homelessness including encampments on the community and temporary measures to alleviate homeless encampments in conjunction with the planned opening of an East Contra Costa County Care Center.

The Unhoused Resident Coordinator would assist unhoused individuals and families in transitioning into permanent housing by developing an unhoused network/collaborative and a database identifying services currently being offered to unhoused individuals and families and the organizations providing those services. The Unhoused Resident Coordinator would also assist in providing a coordinated plan/response to immediate public health concerns involving Contra Costa County Health Services, Public Works, Police Department, Community Development and/or other staff as necessary.

The salary range and part-time cost of this position is similar to the salary range and part-time cost of the Youth Services Network Manager position. This position would be under the general direction of the City Manager or his designee.

## **ATTACHMENTS**

### A. Resolution

Exhibit A to Resolution – Unhoused Resident Coordinator Class Specification

**RESOLUTION NO. 2019/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
APPROVING A NEW CLASS SPECIFICATION FOR AN UNHOUSED RESIDENT  
COORDINATOR, ASSIGNING A SALARY RANGE, AND AUTHORIZING THE  
APPROPRIATE BUDGET ADJUSTMENTS**

**WHEREAS**, the City has an interest in the effective and efficient management of the classification plan;

**WHEREAS**, a new classification of Unhoused Resident Coordinator is needed;

**WHEREAS**, the recommended salary range for the Unhoused Resident Coordinator classification is \$50.00 - \$60.00 per hour; and

**WHEREAS**, funding for this position will require a General Fund budget amendment.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Antioch as follows:

**Section 1.** The class specification for the classification of Unhoused Resident Coordinator, attached hereto as Exhibit "A", is hereby adopted and incorporated by reference into the City of Antioch employees' Classification System.

**Section 2.** The Unhoused Resident Coordinator classification is hereby assigned an hourly salary range of \$50.00 - \$60.00.

**Section 3.** The hourly salary range is hereby placed on the hourly classification salary schedule.

**Section 4.** The Finance Director hereby is hereby authorized to make the appropriate budget adjustments to the fiscal year 2019-20 General Fund budget to carryout Sections 1, 2, and 3 of this resolution upon its adoption and passage.

This resolution shall become effectively immediately upon its passage and adoption.

\* \* \* \* \*

**RESOLUTION NO. 2019/\*\***

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**I HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 10th day of September, 2019, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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**ARNE SIMONSEN, CMC**  
**CITY CLERK OF THE CITY OF ANTIOCH**

**UNHOUSED RESIDENT COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision of the City Manager or designee, initiate and cultivate collaborative partnerships with agencies and groups that work with or provide services/support to the unhoused in the City in order to develop an unhoused network/collaborative. Advocate for housing services to the community at large.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Develop an unhoused resident services network/collaborative (including database and memorandums of understanding) of public/private agencies, nonprofits, community based organizations that serve unhoused individuals and families.
2. Coordinate plan/response to immediate public health concerns identified by task force and community in collaboration with Contra Costa County Health Services, public works, police department, community development and/or city staff as necessary.
3. For immediate public health challenges develop initial cost and ongoing operation cost estimates, and determine potential locations for portable restrooms, mobile showers, laundry facilities (mobile, lease/rent), sharps disposal, dumpsters for trash for the unhoused.
4. For immediate shelter/safety develop list of potential locations, initial and operational cost estimates, and determine locations for automobile/RV/Trailer parking (public/private), Conestoga Hut, Tuff Shed cabins (community build), refurbished shipping containers, ready built tiny homes, master leasing agreement hotel/motel rooms, rental of fairground trailer park when not in use, or other types of shelter opportunities.
5. Develop and implement a plan for temporary shelter and safety (i.e. parking areas, private/public lands, hotel/motel leasing agreements, etc.) until the production of the City's transitional housing program including implementation and operational costs.
6. Work with network to identify services gaps, redundancy, and opportunities for growth.
7. Explore appropriate models of quality unhoused services and programs and provide recommendations for what would best meet Antioch's needs.
8. Coordinate the delivery of a successful transitional/permanent housing program to house Antioch's unhoused residents.
9. Provide strategic guidance to City Manager and periodic updates to the Homeless Encampment Task Force Committee and City Council in the implementation of the progress of the network.

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UNHOUSED RESIDENT COORDINATOR (CONTINUED)**

10. Identify funding costs and prospective philanthropic opportunities in and outside of Antioch.
11. Attend community events to provide education and advice to community members on the unhoused.
12. Strong written and verbal communication skills to deliver public presentations and staff reports to City Council.
13. Prepares spreadsheets, reports and correspondence as required.
14. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- The implementation of unhoused programs
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

- Handle multiple activities or interruptions at once and prioritize work tasks prudently and independently or while working in a team environment.
- Plan and facilitate meetings community-based organizations, churches, community leaders and volunteers of diverse backgrounds.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Maintain confidentiality of information.
- Prepare clear and concise records, reports, correspondence and other written material.
- Use good judgment and common sense in handling difficult situations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Bachelors Degree from an accredited College or University, with major or course work in Urban Planning, Public Policy, Public Administration, Business Administration, Urban Studies or closely related field.

**Experience:**

Minimum of Three (3) years of full time (or the equivalent of full time) experience in public or private affordable housing. Experience in financing of affordable housing is desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license. An out-of-state valid Motor Vehicle Operator's License will be accepted during the application process, but a valid California license must be obtained within six (6) months of appointment to the position.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Part-Time, Hourly

Created: September 2019

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.