**Name:**

**Position #:**

**Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**STRATEGIC GROWTH COUNCIL**

**DUTY STATEMENT**

**Program Housing Analyst**

**Affordable Housing and Sustainable Communities**

**STRATEGIC GROWTH COUNCIL**

The Strategic Growth Council (SGC) is a Cabinet-level state organization that coordinates and works collaboratively across state government and with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians. SGC programs include Affordable Housing and Sustainable Communities (AHSC), Sustainable Agriculture Lands Conservation (SALC), Transformative Climate Communities (TCC), Climate Change Research (CCR), Community Assistance for Climate Equity (CACE), and Health and Equity Program (HEP) – which is part of a multi-agency Health in All Policies (HiAP) Initiative. SGC is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor.

**SCOPE**

The AHSC Program is a California Climate Investment Program that reduces greenhouse gas (GHG) emission through projects that implement land-use, housing, transportation, and agricultural land preservations practices that support infill and compact development. In collaboration with and under the oversight of SGC, the Department of Housing and Community Development (HCD) is SGC’s implementation partner for the program. The program has established and demonstrated a model for integrated community investments that benefit people, provide economic opportunity, improve public health, and benefit the environment. The program has evolved to recognize diverse community needs around the state and has developed a robust technical assistance program to facilitate and assist under-resourced applicants in understanding and applying to the AHSC program.

Under the general direction of the SGC Executive Director and the day-to-day supervision of the AHSC Program Manager, the AHSC Housing Analyst coordinates the implementation of awards with HCD, supports the SGC AHSC team with policy development related to program activities, serves as an office resource for housing development expertise, and performs other duties as needed. A background in affordable housing finance/development, housing policy, and/or state grant administration is preferred. The incumbent must have a commitment to serving California’s diverse communities through the administration of the program and create a work environment that celebrates diverse backgrounds, cultures, and personal experiences. The incumbent must have an ability to travel in order to effectively participate in site visits, public workshops, and meetings up to 10% of the time and occasionally work on evenings, weekends, and holidays.

**SPECIFIC DUTIES**

**40% Program Implementation**

* A major responsibility of the Housing Program Analyst is to perform activities related to program implementation, in close coordination with HCD:
  + Develop reporting materials for AHSC awardees
  + Lead AHSC application review training and implementation, being a resource for HCD staff and working with HCD management to develop application review materials
  + Translate guidelines requirements across project lifecycle, from application into contracting and through implementation
  + Monitor awarded project progress and adherence to award terms and timelines
  + Collect data from AHSC projects for outcomes reporting, progress management, and program evaluation
  + Stay apprised of significant changes to AHSC projects’ scopes of work and other State policy and regulations that could impact the program
  + Keep track of events such as groundbreakings and grand openings for use as publicity and opportunities for state officials to tour

**20% Program Development**

* Support the AHSC Program Manager and Program Associate in program development activities:
  + Conduct research and update the AHSC Guidelines and associated materials
  + Support the AHSC Steering Committee
  + Support the development of AHSC application materials
  + Review submitted AHSC applications, including narrative and quantitative policy review
  + Draft policy recommendations for management
* Assist in shaping SGC’s housing policy, particularly in areas such as housing finance, state program coordination (including CDLAC, TCAC, HFA, and other HCD programs), and fair housing rules

**15% Program Evaluation**

* Lead program evaluation activities:
  + Lead efforts to meet AHSC reporting requirements to the California Air Resources Board (CARB), the Legislature, and others, as needed
  + In coordination with HCD and the AHSC Associate, provide materials for annual California Climate Investment reporting, SGC annual reports, and periodic Council updates
  + Maintain data tracking on AHSC awards
  + Revise AHSC’s project tracking protocols, in coordination with HCD

**10% Program Administration**

* Support the program administratively to achieve all of its intended goals
* Support and foster cohesion in the policy and implementation work groups
* Support the AHSC Program Manager and Program Associate in program administration activities:
  + Assist drafting and editing of AHSC staff reports for the Council
  + Present at AHSC workshops and outreach events

**5% TCC Support**

* Coordinate guidelines development between the TCC and AHSC teams
* Review limited application materials for the TCC program
* Review all housing related monitoring and reimbursement for TCC
* Provide guidance and execute expedited reviews of TCC project financials

**10% Other Duties**

* Participate in staff meetings, attend training, provide work status reports, handle special projects, serve on inter-agency working groups, and perform other duties as assigned.
* Participate in relevant policy development and program management meetings, both internally and externally
* Be a resource to SGC for connections to HCD departments and individuals

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the SGC Executive Director and day-to-day supervision from the AHSC Program Manager. May supervise interns and contractors.

**I have read and understand the duties listed above and can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with your hiring supervisor. If unsure of a need for reasonable accommodation, inform your hiring supervisor, who will discuss your concerns with the Personnel Office.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Signature Date