

**State of California  
Business, Consumer Services and Housing Agency  
California Department of Housing and Community Development  
DUTY STATEMENT**

**Division:** Legal Affairs Division  
**Units:** Federal & Special Population/ State Multi-Family & Single-Family  
**Position Number:** 401-104-5795-xxx (PS xxx)  
**Classification:** Attorney III  
**Working Title:** Attorney III  
**Location:** Sacramento Headquarters  
**Incumbent:** Vacant  
**Effective Date:** TBD

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under the general direction of the Assistant Chief Counsel, the Attorney III independently provides legal advice and performs the more complex and sensitive legal assignments in connection with the variety of unique housing programs administered by the Department's divisions including the Codes and Standards Division, the Division of Federal Financial Assistance, the Division of State Financial Assistance, and the Housing Policy Development Division.

<b>% of Time</b>	<b>Essential Functions:</b>
30%	Independently perform complex legal analysis regarding the memorialization of terms, review of documents, transactional work and all other legal duties associated with the legal work for closing Federal and State multi-family and single-family grants or loans or performing services at both the construction and permanent closing stages. In performing the legal work entailed in closing such grants and loans review and analysis of some or all of the following documents, among others, may be necessary: project reports, title reports, bond documents, grant documents, loan documents, briefs, subordination instruments, staff-prepared transaction summaries, letters, analyses, claims, estoppel agreements, contracts, memoranda, etc. Be familiar with and have a greater knowledge of, assist with drafting of, all applicable regulations, statutes and other applicable laws that involve or impact the closing of multifamily or single-family grants and loans or the provision of services. Mentor or assist, as needed, less experienced attorneys with some or all of the above.
30%	Perform complex and difficult legal research, advise, brief and draft memoranda or electronic or other documents or communications pertaining to more complex

matters for supervisors, legislative or executive officials, management and/or Department staff. Such work involves a wide variety of legal matters, including those pertaining to fund disbursements, organizational structures, Federal and State loan programs, contracts, deeds of trust, grant or loan lien and security matters, regulatory agreements, covenants that run with the land, title reports, encumbrances, preliminary reports, matters associated with low-income housing tax credits and tax-exempt housing bonds, and other financial and real property documents and issues. Mentor or assist, as needed, with less experienced attorneys with some or all of the above.

20% Perform complex legal analysis to support the unique programs of Housing and community Development (HCD), including memorialization of loan terms, review of loan, contract, title and other documents, transactional work and all other duties associated with the legal work required for the restructuring, refinancing or other modification of terms of existing grants or loans in connection with multifamily and single-family projects or services. Review all necessary legal and other documents, including, other lender's loan documents, and ensure all program and/or statutory requirements are met with a project restructure, refinance, or modification. Draft complex documents, function as a subject matter expert regarding, and expertly apply, all applicable regulations, statutes and other applicable laws that involve or impact the restructuring of multifamily or single-family grants, loans, or projects. Independently develop presentations in support of Departmental activities and functions. Provide technical assistance and consultation to a broad range of constituencies and gather stakeholder input through workshops, surveys, and public comment. Represent the Department as a member of external committees, inter-agency efforts, advisory bodies and other groups addressing assigned area of expertise.

15% Draft complex documents and provide appropriate legal advice concerning notices of funding availability, standard agreements, estoppels, and other contracts and matters involving multifamily and single-family grants, loans, and services. Function as a subject matter expert regarding, and expertly apply, all applicable regulations, statutes and other applicable laws that involve or impact notices of funding availability, standard agreements, estoppels, and other contracts and matters. Mentor or assist, as needed, less experienced attorneys with some or all of the above. Engage and lead others in difficult negotiations, discussions, and meetings regarding complex loan and/or grant issues, loan or project restructurings, real property issues, monitoring issues regarding loan or grant programs, contract issues, and other legal matters and issues. Assist staff in monitoring and managing housing projects funded with loan or grant funds for compliance with regulatory agreements, enforcement of deeds of trust, workouts, and related post-development, among other, activities. Function as a subject matter expert regarding, and expertly apply, all applicable regulations, statutes and other laws that involve or impact real property issues, monitoring issues, loan or

grant programs, contract issues, and other legal matters and issues. Mentor or assist, as needed, less experienced attorneys with some or all of the above.

**% of Time**      **Marginal Functions:**  
5%                Other job-related duties as assigned.

**Special Requirements:** (Define all that apply)

**Travel:** Up to 5% statewide travel may be required.

**Supervision Exercised:** None

**Conflict of Interest (COI):** Form 700 reporting required.

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

**Physical Requirements:** The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

**Working Conditions:** The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

**Administrative Responsibility:** The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

**Personal Contacts:** The incumbent will serve as the main contact between the assigned Housing Policy Development Division activities and a wide variety of internal external stakeholders.

**Consequence of Error:** This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

**Diversity, Equity, and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel

welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.