

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

**Division:** Housing Policy Development  
**Unit:** Land Use & Planning  
**Position Number:** 401-306-8962-XXX  
**Classification:** Housing and Community Development Representative II  
**Working Title:** Housing Policy Analyst  
**Location:** Sacramento Headquarters  
**Incumbent:** Vacant  
**Effective Date:**

**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 general direction, the Housing and Community Development Representative II, is responsible for providing technical assistance, policy, analysis, and research on issues that impact housing, such as homelessness, land use and planning, public health, disaster preparedness and recovery, climate change, transportation, and housing for special needs populations based upon personal assignment. Incumbents work in a team environment and may provide guidance and direction as lead or mentor to other staff members.

<b>% of Time</b>	<b>Essential Functions:</b>
40%	Independently, and as a team member, performing a wide range of duties conducting research, data collection, analysis, reports, papers, briefs, summaries, and legislative analysis regarding subjects such as housing, climate change, homelessness, land use, housing elements, and community development policies and programs. Monitor performance measures evaluate outcomes and prepare required reports, papers, briefs, presentations, summaries, and documents. Prepare plans, policy briefs and legislative analyses. Produce professional, well written policy related documents with attention to thoroughness and completeness of work, style, grammar, punctuation, and spelling.
30%	Coordinate and provide technical assistance to public and private sector organizations on governmental housing and community development policies, planning and financing programs and requirements. Conduct outreach programs and workshops and providing expertise to stakeholders. Activities may include assisting, reviewing and commenting on stakeholder general, housing, grant or incentive plans as well as other relevant projects. Participate in intra- and inter-departmental project teams as needed.

- 15% Prepare materials related to sensitive policy development. Collect information regarding strategies and efforts pursued by other government organizations. Coordinate with housing-related interest groups and other external partners to provide subject matter expertise as required.
- 10% Work in a team environment on continuous improvement projects, such as strategic planning initiatives, priority work areas, and policy development review committees, keeping within prescribed parameters. Act as Analyst of the Week when scheduled. Act as team lead for more complex projects related to Division policy initiatives.
- % of Time Marginal Functions:**
- 5% Support physical and electronic file maintenance, quality control, and data management. Perform other job-related duties as assigned.

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

**Travel:** Up to 5% overnight travel throughout the state 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 provides input into general policy issues.

**Personal Contacts:** The incumbent confers regularly with internal and external government and public stakeholders.

**Consequence of Error:** The action of the incumbent has a direct bearing on the success of housing programs, and comply with laws, rules and regulations. Failure to perform these duties may cause discredit to the Department, and misleading perceptions and information being given to Department leaders, government agencies and the public.

**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.

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

**Division:** Housing Policy Development  
**Unit:** Land Use & Planning  
**Position Number:** 401-306-9023-XXX  
**Classification:** Housing and Community Development Representative I  
**Working Title:** Housing Policy Analyst  
**Location:** Sacramento Headquarters  
**Incumbent:** Vacant  
**Effective Date:**

**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 supervision, the Housing and Community Development Representative I, is responsible for providing technical assistance, policy, analysis, and research on issues that impact housing, such as homelessness, land use and planning, public health, disaster preparedness and recovery, climate change, transportation, housing for special need populations, and government planning and financing programs based upon personal assignment. Incumbents also analyze, develop, and evaluate relevant legislation, policies, programs and issues.

<b>% of Time</b>	<b>Essential Functions:</b>
40%	Perform the less entangled and more routine research, data collection and analysis regarding subjects such as housing, climate change, homelessness, land use, housing elements, transportation, and community development policies and programs. Compile, analyze, and organize data and information. Monitor performance measures, evaluate outcomes, and prepare reports, papers, briefs, presentations, summaries, and documents. Assist with preparing plans, policy briefs and legislative analyses. Produce professional, well written policy related documents with attention to thoroughness and completeness of work, style, grammar, punctuation, and spelling.
30%	Coordinate and provide technical assistance to public and private sector organizations on governmental housing and community development policies, planning and financing programs and requirements. Technical assistance includes but is not limited to conducting outreach programs and workshops to stakeholders. Activities may include assisting, reviewing and/or commenting on stakeholder general, housing, grant or incentive plans. Participate in intra- and inter-departmental project teams as needed.

15%	Assist in preparing materials related to sensitive policy development. Collect information regarding strategies and efforts pursued by other government organizations. Coordinate with housing-related interest groups and other external partners to provide advice as needed.
10%	Work in a team environment on continuous improvement projects, such as strategic planning initiatives, priority work areas, and policy development review committees. Act as Analyst of the Week when scheduled.
<b>% of Time</b>	<b>Marginal Functions:</b>
5%	Support physical and electronic file maintenance, quality control, and data management. Perform other job-related duties as assigned.

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

**Travel:** Up to 5% overnight travel throughout the state 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 provides input into general policy issues with assistance.

**Personal Contacts:** The incumbent confers regularly with internal and external government and public stakeholders.

**Consequence of Error:** The action of the incumbent has a direct bearing on the success of housing programs, and comply with laws, rules and regulations.

**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.

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