

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

Division: State Financial Assistance
Unit: Program Design and Implementation
Position Number: 401-282-8962-xxx (PS xxxx)
Classification: HCDR II
Working Title: Program Representative
Location: HQ
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 Staff Services Manager I, of the Program Design and Implementation Unit of the Division of Financial Assistance (DSFA), the Housing and Community Development Representative (HCDR) II will work on program design and implementation of state funded housing programs. The HCDR II is responsible for independently planning and implementing DSFA programs including the drafting program guidelines, preparing complex NOFAs and applications, along with the varied day-to-day activities associated with technical assistance, application review, scoring, underwriting, award of funds, and preparation of the Standard Agreement.

The PDI Unit is primarily responsible for the design and implementation of state-funded affordable housing programs including the development of program guidelines detailing the use and requirements of state funding programs, issuance of Notices of Funding Availability (NOFA), application review and funding recommendations.

% of Time	Essential Functions:
30%	Draft guidelines, NOFAs and application materials for existing and new DSFA loan and grant programs, including research on program requirements, consultation with internal staff and external stakeholders on necessary program improvements. Evaluate threshold requirements, rate and rank applications using internal program scoring systems and checklists, analyze complex essential financing documents, and develop budgets and cash flow projections to determine application feasibility and to ensure compliance with program rules and regulations. Prepare project reports for presentation before the Department of Housing and Community Development's (HCD) Internal Loan Committee. Prepare

award packages and assist in the preparation of Standard Agreement to include statutory or program modifications; Manage project files including compilation of essential funding application documentation, completion of required data entry in a timely manner and continuously maintain up to date project information within the HCD database system.

30% Participate in stakeholder feedback and training workshops regarding the program design, NOFA and application preparation, minimum threshold requirements, and application scoring. Develop technical assistance documents, program policy notices and "Frequently Asked Questions and Answers." Maintain communication with developer and sponsors. Participate in construction closing or pre-closing calls as necessary through to the execution of the Standard Agreement. Evaluate programs to ensure statutory requirements and objectives are being met and comply with all applicable laws and regulations. Perform analytical and research tasks associated with statutory, regulatory, policy and procedural aspects of DSFA programs, perform bill analysis, assist in the preparation of statutorily required reports, and work on special projects.

20% Consult with other state agencies and state housing agencies in other states to identify strengths, weaknesses, and opportunities facing DSFA loan and grant programs and make recommendations on necessary changes to the program management. Research and provide data for the development program fact sheets, NOFAs, applications, and other program documents. Collaborate with Operations and Asset Management Branches on program design and implementation of state funded programs, HCD special projects and evaluation of funding programs.

15% Analyzes the DSFA loan and grant programs to identify opportunities for streamlining and efficiency. Make recommendations to management on process improvements and develop procedures and policies to protect state security, improve services or adapt Division policy, and provide better consistency and coordination between state housing programs.

Complete administrative and program-related assignments such as updating process manuals, technical assistance documents and program policy notices. Review or prepare award letters, legislative notification letters, and project fact sheets. Participate in staff meetings and training sessions. Performs other job-related duties as required including mandatory trainings.

% of Time **Marginal Functions:**
5% Other duties as assigned

Special Requirements: (Define all that apply)

Travel: Up to 20% overnight travel throughout the state may be required to attend stakeholder outreach workshops and provide technical assistance.

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 contributes information to the Division's database and assists the Program Manager to develop data used in preparation of the annual budget. The incumbent assists in the preparation of administrative reports as necessary.

Personal Contacts: The incumbent confers regularly with federal, state and local government agencies, project sponsors, private and public lenders, and interest groups, as authorized by the Division management.

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 others 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.

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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 supervision of the Manager I of the Program Design and Implementation (PDI) Unit of the Division of State Financial Assistance (DSFA), the Housing and Community Development Representative (HCDR) I works in a team environment to assist in planning and implementing DSFA programs. The HCDR I is responsible for assisting in the preparation of NOFAs and applications, along with activities associated with the less complex technical assistance, application review, scoring, underwriting, award of funds, and preparation of the Standard Agreement. including the less complex analytical assignments that include evaluating program effectiveness, reporting, and policy research.

The PDI Unit is primarily responsible for the design and implementation of state-funded affordable housing programs including the development of program guidelines detailing the use and requirements of state funding programs, issuance of Notices of Funding Availability (NOFA), application review and funding recommendations.

% of Time	Essential Functions:
35%	Draft the less complex and more routine NOFA and application materials for existing and new DSFA loan and grant programs, including research on program requirements, consultation with internal staff and external stakeholders on necessary program improvements. Assist in the evaluation of threshold requirements, rating and ranking of applications using internal program scoring systems and checklists and analysis of essential financing documents. Prepare project reports of less complex applications for manager review and presentation before the Department of Housing and Community Development's (HCD) Internal Loan Committee. Manage project files including compilation of essential funding application documentation, complete data entry in a timely manner and

	continuously maintain up to date project information within the HCD database system.
25%	Collect and categorize stakeholder input; assist HCDR II's in conducting training workshops regarding the NOFA process, including minimum threshold requirements, and application scoring. Assist in developing technical assistance documents including, program policy notices and "Frequently Asked Questions and Answers." Maintain communication with developers and sponsors and participate in construction closing or pre-closing calls as necessary through to the execution of the Standard Agreement.
20%	Assist in the evaluation of programs to ensure statutory requirements and objectives are being met and comply with all applicable laws and regulations. Perform less complex analytical and research tasks associated with statutory, regulatory, policy and procedural aspects of DSFA loan and grant programs, and perform less technical bill analysis.
15%	Complete administrative and program-related assignments such as updating process manuals, technical assistance documents and program policy notices. Review or prepare award letters, legislative notification letters, and project fact sheets. Participate in staff meetings and training sessions. Performs other job-related duties as required including mandatory trainings.
% of Time	Marginal Functions:
5%	Analyzes the DSFA loan and grant programs to identify opportunities for streamlining and efficiency. Make recommendations to management on process improvements and develop procedures and policies to protect state security, improve services or adapt Division policy, and provide better consistency and coordination between state housing programs. Perform other duties as assigned including mandatory training.

Special Requirements: (Define all that apply)

Travel: Up to 20% overnight travel throughout the state may be required to attend stakeholder outreach workshops and provide technical assistance.

Supervision Exercised: None

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

Background Check: None

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Date: _____

Employee Signature: _____

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