

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

Division: Housing Policy Development
Unit: Housing Accountability Unit
Position Number: 401-310-9035-011 (PS 1982)
Classification: Housing and Community Development Specialist I
Working Title: Housing Policy Specialist
Location: Sacramento
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 general direction, the Housing and Community Development Specialist I, will work independently with a high level of responsibility conducting research, analysis and development of program and policy recommendations for consideration by executives. Research is conducted on the most critical and sensitive issues that impact housing, which may include implementing and enforcing state housing laws including, but not limited to, the Surplus Land Act and State Preservation Noticing Law. Serve as a conduit between the Division and a wide variety of external stakeholders. Incumbent must possess political sensitivity to exercise judgement on when it is appropriate to engage a sensitive topic.

% of Time	Essential Functions:
30%	Serve as a technical expert, or as a team member, providing technical expertise, policy analysis and recommendations on state housing laws, rules and regulations regarding the less complex and sensitive issues facing the Department, which may include proposed or enacted legislation. Assist in the development and presentation of written briefs and reports, talking points, technical documentation and presentations for internal and external communications and events. Coordinate and assist executives and leaders in responding to difficult or sensitive stakeholder questions and inquiries.
30%	Develop and evaluate existing policy initiatives to strengthen existing laws, rules and strategies for implementing new or revised policies and programs in support of policy priorities. Provide oversight of teams including Department staff and consultants to implement projects, initiatives and programs. Maintain effective communication with executives and leaders regarding the progress of the projects,

initiatives and programs. Review technical work prepared by Division staff for assigned projects. May oversee staff in a project management capacity.

20% Interpret and analyze complicated data from governmental agencies, internal departmental data, and other data sources, reports, surveys, and special projects to support policy and program development and evaluation. Design, develop and maintain research databases and files. Develop and analyze reports and infographics using a variety of databases and present findings to top management. Assist management in measuring past and potential decisions, activities and outcomes.

15% 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 on topics that could be controversial, nuanced, or technical to audiences that expect a high degree of technical knowledge and professionalism.

% Marginal Functions:

5% Other 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 (In Office): The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Working Conditions (Telework): The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

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 from 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.