

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION: <b>Staff Services Manager I (Specialist)</b>	POSITION NUMBER: <b>800-463-4800-XXX</b>
DIVISION/BRANCH/REGION: <i>(UNDERLINE ALL THAT APPLY)</i> <b>Housing and Homelessness Division</b>	BUREAU/SECTION/UNIT: <i>(UNDERLINE ALL THAT APPLY)</i> <b>Program Policy &amp; Quality and Accountability Bureau</b>
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS: <b>Staff Services Manager II</b>

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.  
 Duties require participation in the DMV Pull Notice Program.  
 Requires repetitive movement of heavy objects.  
 Performs other duties requiring high physical demand. *(Explain below)*  
 None  
 Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

**SUPERVISION EXERCISED** *(Check one)*:

- None                       Supervisor                       Lead Person                       Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

## MISSION OF ORGANIZATIONAL UNIT:

The vision of the California Department of Social Services [Housing and Homelessness Division](#) is to empower communities to end homelessness and promote housing stability for all Californians. The Division oversees seven Housing and Homelessness programs as of FY 2022-23 serving children and families, older adults, and adults with disabilities. Our mission is to work with stakeholders to:

- Integrate social services with housing support services
- Share best practices and creative solutions
- Increase access to benefits and client-centered services
- Ensure any instance of homelessness is rare, brief, and non-recurring.

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**CONCEPT OF POSITION:**

Under the direction of the Staff Services Manager III, the Housing Policy Specialist provides a high level of policy expertise, program development, and technical assistance to counties and tribes administering the CDSS Housing Programs. The Housing Policy Specialist will be responsible for evaluating individual local housing programs, researching, and writing policy guidance, analyzing data and translating results for multiple audiences, and creating summaries, issue papers and other time-sensitive documents for internal and external stakeholders. The Housing Policy Specialist is expected to effectively communicate with representatives from county agencies and tribal governments, external housing entities, and all levels of CDSS management, including directly presenting policy recommendations and other updates to executive leadership. Work is completed independently and in partnership/ support of program teams.

**A. RESPONSIBILITIES OF POSITION:**

30% - Serve as the lead subject matter expert for all CDSS housing programs.

- Provide recommendations to branch management for planning for statewide housing and homelessness program implementation and program operations.
- Provide technical assistance to counties and tribes operating housing programs.
- Organize and analyze data to evaluate programmatic outcomes, monitor program expenditures and work with county and tribal representatives to provide programmatic support on an ongoing basis.
- Develop and coordinate the drafting and publishing of written guidance to program grantees relevant to housing program policy questions and best practices, via statewide guidance letters, and similar documents.
- Draft regulations and manage regulations workload across the Branch.
- Act as lead in the coordination and facilitation of internal meetings and statewide technical assistance trainings.
- Communicate with external partners about CDSS programs and stay up to date on inter agency and other State level policies and current events that may affect our programs.

25% - Support continuous quality improvement, research, operations and program integration activities of the Branch.

- Track emerging research in the field and examining innovative and promising housing and homelessness program designs, including but not limited to how grantees create and design programs that are client centered.
- Develop continuous quality improvement processes and resources for Branch activities including for Branch operations activities.
- Consult with and lead key communications and coordination with other state and federal housing agencies, such as the Department of Housing and Urban Development, California Department of Housing and Community Development, and the Housing Coordinating and Financing Council.
- Provide guidance with respect to the most challenging rapid rehousing, supportive housing or housing related issues. Attend and participate in housing-related conferences, as necessary.

15% - Develop housing and homelessness programmatic reports, summaries, presentations, talking points, and briefing materials to CDSS executive leadership relevant to critical funding and policy decisions, and/or to educate audiences such as legislative staff, community housing organizations, welfare advocates, and the general public. Responsible for coordination of CDSS participation in conferences and housing and homelessness related presentations.

15% - Serve as the lead program staff person in disseminating housing and homelessness programs funding and guidance. Upon approval of program funding by the Legislature, draft Requests for Proposal or Notice of Funding Availability and updated program guidance, soliciting new program proposals and proposal updates. Track, review and evaluate proposals. Analyze program data, including statewide data on housing and homelessness need, make recommendations for individual local allocations, and draft allocations letters.

10% - Serve as lead in other branch projects as needed, including but not limited to supporting the training of staff, assisting with staff recruitment and staff development, helping conduct case audits, and drafting other policy guidance with respect to other assigned subject areas.

5% - Other duties as assigned.

Products will be developed through the use of Microsoft software (Word, Excel, PowerPoint, Outlook, etc.)

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B. SUPERVISION RECEIVED:

The Housing Policy Specialist reports to the Housing & Homelessness Bureau Chief. Under special circumstances, the Housing Policy Specialist may take direction and assignments from the Assistant Director of Housing, Homelessness. A significant amount of independence is required for this position.

C. ADMINISTRATIVE RESPONSIBILITY:

The Housing Policy Specialist will serve as a central and primary staff person in the development and dissemination of policies that impact California housing programs within the California Department of Social Services.

D. PERSONAL CONTACTS:

The Housing Policy Specialist will be a key representative for CDSS in the frequent interaction and coordination with stakeholders, including staff from other state departments, county welfare departments, the County Welfare Directors Association, Tribal Administrators, and other external entities.

E. ACTIONS AND CONSEQUENCES:

CDSS is responsible for tracking and monitoring program performance and expenditures at the local level. Failure to exercise adequate oversight may result in poor program performance and people experiencing homelessness not receiving critical services.

F. OTHER INFORMATION:

Experience in coordinating with multiple agencies and working in a single program as well as developing new and innovative programs is highly desirable. Knowledge of the CalWORKs Program, Adult Protective Services, Child Welfare, General Relief and other state and local and homelessness housing programs is desirable. The Housing Policy Specialist must be flexible, have good interpersonal skills, strong communication skills, be able to work under pressure, and be capable of working independently. Some travel is required.