

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

DUTY STATEMENT

Division: Division of State Financial Assistance
Unit: Climate Change
Position Number: 401-283-9037-003(PS 1285)
Classification: Housing and Community Development Specialist II
Working Title: Climate Change Senior Specialist
HQ Location: HCD Headquarters, Sacramento
Incumbent: Vacant
Effective Date: TBD

Department Statement:

You are an important part of the team. All team members must:

- Work cooperatively
- Treat others fairly, honestly, and with respect
- Share ideas and creativity

Regular attendance is essential, and everyone should strive to provide the highest level of service. These efforts are key to the success of the Department's mission.

Job Summary: Under the general direction of the Section Chief (Staff Services Manager II) of the Climate Investments Branch of the Division of State Financial Assistance (DSFA), the Housing and Community Development Specialist (HCDS II) is independently responsible for conducting complex research, development of program policy recommendations, drafting program guidelines, preparing complex Notices of Funding Availability (NOFA), funding applications, and other program materials, and analysis of programmatic and housing data within state funded affordable housing and infrastructure funding programs. The HCDS II serves as a subject-matter expert resource to staff, working collaboratively in the unit to lead program design and implementation efforts.

% of Time	Essential Functions:
30%	Prepare program implementation documents including guidelines, regulations, NOFAs, funding applications, and review checklists based on research, analysis, and stakeholder collaboration. Collaborate with program stakeholders to inform program design and develop guidelines, policies, and procedures, and then share this information via trainings, workshops, and webinars. Ensure program design meets legislative, regulatory agency, and Department goals and objectives. Serve as a subject-matter expert resource to staff, working collaboratively within the unit to assist in program implementation. Conduct post award evaluations in

consultation with other Department units to inform future program design and implementation efforts.

- 25% Writing and editing of program related policy documents. Prepare written briefs, memos, talking points, reports (in-depth, recurring, urgent, etc.), technical assistance documents, and internal and external presentations to support design, development, and implementation of Department programs. Coordinate and assist the Section Chief and Branch Chief in response to difficult or sensitive questions or concerns of Department leadership, stakeholders including legislators, local and regional government officials, developers, etc. Create and maintain project management tools and processes to accurately and timely implement various phases of program funding rounds. Develop, maintain, and utilize internal checklists, tools, spreadsheets, and tracking systems. Ensure that information and documentation provided is accurate and timely.
- 25% Oversee or conduct the research, collection, and analysis of programmatic data to inform guidelines and NOFA development and implementation, including rating and ranking criteria, and other critical evaluation factors. Collect and analyze data and produce reports or responses to inquiries for time sensitive and critical projects. Lead collaborative engagement with other state agencies, local housing authorities, other affected state and local agencies to gather data input to evaluate previous NOFAs and help develop recommendations for continuous improvements in the development of future NOFAs and related program policies and documents.
- 15% Conduct research and policy development in consultation with other Department divisions, including Codes and Standards, Division of Federal Financial Assistance, and the Housing Policy Division to compare existing and proposed housing programs administered by the Department with national, local and other state models to: (a) determine the impacts on affordable housing development costs and service impacts, (b) develop recommendations to achieve equitable outcomes required from housing programs, such as combining land use, housing development, transportation, public health and environmental impacts, and (c) develop framework, guidelines and regulations for programs. Develop and continuously improve systems for program development and evaluation, by reviewing current processes and decision-making steps, compare with best practices, and propose modifications or new business process improvements to ensure efficiency, promote consistency across programs. Develop and update unit training materials in coordination with program managers. As needed, complete data entry in a timely manner and maintain up to date project information within the Department's database system. Attend state and Department mandated training within the required time specifications. Enroll and participate in relevant job-related trainings set by the Department or recommended by management to improve skills, broaden knowledge, and remain current with changes/updates.

% of Time Marginal Functions:

5% Train counterparts and staff on work-related duties, as needed. The Department's expectation for data integrity is completeness, accuracy, and timeliness. 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: The position requires a DOJ/FBI Live Scan approval as a condition of employment.

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.

Working Conditions (In Office): You work in an air-conditioned office, which may be in a tall building with elevators. The workspace includes a cubicle or office with both natural and artificial lighting.

Working Conditions (Telework): You must maintain safe working conditions at an approved alternate work location. You must follow the Department's Ergonomic Program guidelines. You must maintain a distraction-free remote work environment.

Administrative Responsibility: The incumbent assists in the preparation of administrative reports as necessary.

Personal Contacts: The incumbent must have the ability to develop and maintain effective working relationships, work cooperatively with others, and to respond to inquiries from Department management and internal and external customers in a timely and effective manner. The incumbent must be able to represent the Department with competency and integrity. Contacts may be sensitive and/or confidential in nature.

Consequence of Error: This position has the 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, lack of time management, 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: At HCD, everyone is expected to support diversity, equity, and inclusion (DEI). Team members must create a welcoming environment where people from all backgrounds feel valued and can succeed. All team members must:

- Respect differences
- Be kind to others
- Encourage involvement
- Support new ideas
- Stay committed to DEI efforts

Equal Employment Opportunity: You must act professionally and treat everyone with respect during work hours, activities, or when representing the Department. You must help create a safe and respectful workplace, free from discrimination, harassment, inappropriate behavior, or retaliation.

I have read and understand the duties and requirements above. I can perform them with or without reasonable accommodation. (If you think you need an accommodation or aren't sure, let the hiring supervisor know.)

Employee Name: _____ Date: _____

Employee Signature: _____

I confirm that this duty statement accurately describes the main duties of this position. I have discussed the duties and given a copy of this statement to the team member mentioned 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.