

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

**DUTY STATEMENT**

**Division:** Legal Affairs Division  
**Unit:** Federal and Special Populations Programs  
**Branch:** Legal Affairs  
**Position Number:** 401-104-5778-002 (PS 1048)  
**Classification:** Attorney  
**Working Title:** Attorney  
**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 direction of the Assistant Chief Counsel, the Attorney will be responsible for providing legal advice and services for a variety of housing programs administered by the department. As the incumbent progresses, assignments may become progressively more complex and are to be performed independently with less supervision.

<b>% of Time</b>	<b>Essential Functions:</b>
35%	Legal analysis, memorialization of terms, review of documents, transactional work and all other legal duties associated with the legal work for closing multifamily and single-family grants, loans, or services at both the construction and permanent closing stages. In assisting with the legal work entailed in closing such grants and loans review and analysis of some or all of the following documents, amongst others, may be necessary: project reports, title reports, bond documents, grant documents, loan documents, legal briefs, subordination instruments, staff-prepared transaction summaries, letters, analyses, claims, estoppel agreements, contracts, memoranda, etc. Be familiar with, assist with drafting of, and apply applicable regulations, statutes and other applicable laws that involve or impact the closing of multifamily or single-family grants and loans or the provision of services.

20%	Research, advise, brief and/or draft memoranda or electronic or other documents or communications for supervisors, legislative or executive officials, management and/or Department staff regarding various matters including, without limitation fund disbursements, organizational structures, loan programs, contracts, deeds of trust, grant or loan lien and security matters, regulatory agreements, covenants that run with the land, title reports, encumbrances, preliminary reports, matters associated with low income housing tax credits and tax exempt housing bonds, and other financial and real property documents and issues.
20%	Legal analysis, memorialization of terms, review of documents, transactional work and all other legal duties associated with the legal work required for the restructuring, refinancing or other modification of terms of existing grants or loans in connection with multifamily and single-family project or services. Review all necessary legal and other documents, including other lenders' loan documents, and ensure all program and/or statutory requirements are met in connection with a project restructure, refinance, or modification. Be familiar with, assist with drafting of, and apply all applicable regulations, statutes and other applicable laws that involve or impact the restructuring of multifamily or single-family grants, loans, or projects.
10%	Review and assist with drafting of, and provide legal advice concerning notices of funding availability, standard agreements, estoppels, and other contracts and matters involving multifamily and single-family grants, loans, and services. Be familiar with, assist with drafting of, and apply all applicable regulations, statutes and other applicable laws that involve or impact notices of funding availability, standard agreements, estoppels, and other contracts and matters.
10%	Participate in, lead, or otherwise engage in negotiations, discussions, and meetings regarding loan and/or grant issues, loan or project restructurings, real property issues, monitoring issues regarding loan or grant programs, contract issues, and other legal matters and issues. Assist staff in monitoring and managing housing projects funded with loan or grant funds for compliance with regulatory agreements, enforcement of deeds of trust, workouts, and related post-development, among other activities. Be familiar with, assist with drafting of, and apply all applicable regulations, statutes and other applicable laws that involve or impact real property issues, monitoring issues regarding loan or grant programs, contract issues, and other legal matters and issues.

**% of Time      Marginal Functions:**

5%      Responsible for the completion of other projects, assignments, and Division administrative tasks as directed by management.

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

**Travel:** Up to 5% of 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 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 interact on an ongoing basis with program staff, supervisors, managers, and deputy directors. He or she may also be a point of contact to external counsel representing borrowers and lenders on HCD's housing projects related to its various loan and grant programs.

**Consequence of Error:** You must follow the Division's principles and practices, as well as the Department's mission, policies, and procedures. You must also comply with local, state, and federal laws. Lack of knowledge, mistakes, poor judgment, or incorrect analysis could result in the Department or others receiving incorrect information or causing misunderstandings.

**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.