

State of California

Business, Consumer Services and Housing Agency – *Transitions to California Housing and Homelessness Agency as of July 1, 2026*

California Department of Housing and Community Development – *Transitions to Housing Development and Finance Committee as of July 1, 2026*

DUTY STATEMENT

Division: Housing Development and Finance Committee
Unit: HDFC Multifamily Finance Integration and Strategy
Position Number: 401-104-4802-001 (PS 2222)
Classification: Manager II
Working Title: Integrated Multifamily Finance Branch Chief
HQ Location: HCD Headquarters, Sacramento
Incumbent: TBD
Effective Date: TBD

Division Statement: You are a valued member of the Housing Development and Finance Committee (HDFC) team. You are expected to work cooperatively with team members and partners to enable HDFC to provide the highest level of service possible. Your creativity, judgment, and ingenuity are encouraged. Your commitment to maintain regular attendance, fairness, honesty, respect, shared accountability, and efficiency are critical to HDFC’s efforts to streamline and accelerate California’s multifamily affordable housing finance system.

Job Summary: Under the general direction of the Assistant Deputy Director of the Housing Development Finance Committee (HDFC) the Branch Chief oversees and directs staff responsible for high-level policy research, planning, programmatic delivery (design and implementation), and program evaluation related to integrated state-funded multifamily housing finance programs across a spectrum of policy priority areas. The position requires and oversees advanced policy analysis and high-level research on complex and sensitive housing issues. The role requires preparation of executive-ready briefs and recommendations, sustained cross-department and external coordination, participation in the negotiation of agreements, and representing the organization with partner agencies and stakeholders on high profile initiatives.

The Branch is responsible for developing and sustaining HDFC’s application, coordinated review, consolidated award, and post-award processes for affordable multifamily housing finance spanning multiple State multifamily housing finance programs, tax-exempt bonds for residential rental projects, and low-income housing tax credits.

% of Time **Essential Functions:**
25% **Systems and Materials Creation and Continuous Improvement; Stakeholder Feedback**

Assign, direct, monitor, evaluate, and oversee the development, implementation, and stakeholder engagement related to priority improvements in the State’s multifamily housing finance system. Oversee evaluation and streamlining of State-funded and State-administered affordable housing programs to implement business process improvements that increase effectiveness and efficiency.

In coordination with HDFC leadership, act as the lead directing the drafting and public launch of coordinated multifamily housing finance program guidelines (universal thresholds, shared scoring, minimal program-specific requirements, etc.), development of streamlined application documentation requirements, and a consolidated application format integrated with the application submission portal. Conduct stakeholder engagement, user testing, and comment periods. Establish feedback loops with partners, customers, and stakeholders to minimize confusion and accelerate first-time compliance. With support from HDFC leadership, oversee iterative revisions as needed that incorporate feedback where feasible.

In support of continuous improvement, regularly evaluate Branch materials and processes and seek feedback from customers on opportunities to reduce time and costs, improve the customer service experience, and increase mission-related impacts.

As related to Branch functions, manage highly sensitive and key stakeholder relationships and modify programmatic requirements to address current industry trends and best practices, and develop alternative program delivery models based on feedback from stakeholders, interested parties and end users of program funding. Lead trainings, workshops, webinars, and produce written guidance to ensure developers and local governments understand the consolidated application, award, and post-award processes.

25% **Interagency Review, Award, and Post-Award Coordination**

Assign, direct, monitor, oversee, and evaluate work of subordinate managers and staff through all phases of programmatic delivery, ensure quality control, track workload within the Branch, and establish priorities and timelines to ensure quality and timely work product delivery.

Plan, lead, and coordinate the development of the HDFC's multifamily housing finance policies with other State entities with housing finance programs. Propose and advise on roles, data sharing, service levels, monitoring, and transition responsibilities across HDFC, HCD, CalHFA, CTCAC, and CDLAC ("State entities").

Support the drafting and negotiation (and amendments as needed) of MOUs/agreements memorializing shared roles and responsibilities with other State entities. In coordination with HDFC leadership, direct the development (and amendments as needed) of interagency application review procedures, appeal procedures, award procedures, HDFC governance, post-award procedures, loan closing procedures (with transfer to HCD at least through 2027), and asset management & compliance procedures (with transfer to HCD at least through 2027). Regularly evaluate processes to identify and recommend process or guidance improvements.

As negotiated in MOUs and as needed, direct staff from other State entities to support interagency coordination and HDFC's work including developing a coordinated system, application review support, and post-award implementation.

Respond to requests, assignments, research and special projects from the Governor's Office, the Business, Consumer Services and Housing Agency (transitions to California Housing and Homelessness Agency as of July 1, 2026), HCD Director, CalHFA Director,

and HDFC Director on a wide range of politically sensitive housing and/or community and economic development issues, with the review and approval of HDFC leadership.

20% **Personnel Management, Project Management, Change Management**

Oversee personnel matters and other administrative functions as necessary including conducting regular work planning meetings with subordinate supervisors and staff, providing training and mentoring, completing annual performance appraisals, providing performance feedback, and preparation of Individual Development Plans.

Participate in development of HDFC's mission statement and values. Direct and develop onboarding and training that helps instill a solution-oriented culture of collaboration, optimism, efficiency, creativity, transparency, customer service, and empowerment through training, communications, mentorship, and throughout daily operations.

Support recruitment of key personnel, including speaking about HDFC at conferences, lectures, and industry recruitment events. Conduct interviews, evaluate and select candidates to fill identified vacant positions.

15% **Legislative/Budget/Public speaking:**

Represent HDFC at legislative hearings, stakeholder meetings and public events, which include State and local government conferences, and other official engagements before interested agencies, stakeholder groups, and individuals on housing and community and economic development issues and policies. Develop presentations, infographics, and other communications materials to assist in communicating proposals and established policies.

Oversee task forces, committee meetings, and public hearings. Ensure that requests from constituents regarding various housing and community and economic development issues are handled promptly and courteously.

Support HDFC's legislative agenda, including trailer bill concepts and statutory alignment to support consolidation; coordinate with HDFC and Agency leadership and State entities partners.

Support HDFC's budget responsibilities, collaborating with leadership and Agency budget staff to prepare and support BCP requests for HDFC implementation and operations; prepare briefing materials, testify at hearings, respond to research and data requests, coordinate with Directors, and track commitments and deliverables.

Approval of travel expenditures, preparation of budget change requests, proposed budget allocations and monitoring of Branch budget.

Attend all State and HDFC-mandated training, within the required time specifications. Enroll and participate in all job-related trainings, set by HDFC leadership, to broaden knowledge and remain current with changes/ updates.

10% **Public lands and Innovative Housing Finance integration and supervision:**

Provide leadership for integrating the State's excess sites/affordable homes on public lands housing initiatives into HDFC's consolidated multifamily housing financing process. Support the speedy execution of affordable homes on the State-owned excess land.

Oversee and incorporate learnings from the State's excess sites/affordable homes on public lands portfolio to ensure direct experience developing housing on state land, experience as an applicant navigating of the State's multifamily finance programs, and findings from innovative approaches used in these demonstration projects, can be utilized to improve HDFC's systems. Coordinate with the team to research and test additional innovative housing models and practices through the excess sites/affordable homes on public lands program.

% of Time **Marginal Functions:**
5% Complete other projects, assignments, training, and Division administrative tasks as directed by management. Perform other job-related duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 10% overnight travel with overnight stays throughout the state may be required to attend conferences, stakeholder outreach workshops, and provide technical assistance.

Supervision Exercised: The incumbent directly supervises subordinate managers.

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 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 HDFC's Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

Administrative Responsibility: The incumbent advises leadership on both specific and general policy issues affecting HDFC and will support HDFC's capacity to obtain funds to manage programs in support of HDFC's mission and policies.

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 leadership and internal and external customers in a timely and effective manner. The incumbent must be able to represent HDFC with competency and integrity. Contacts may be sensitive and/or confidential in nature.

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 HDFC'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 HDFC, state and local agencies or create misleading perceptions.

Diversity, Equity, and Inclusion: All employees at HDFC 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 HDFC 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 HDFC. Additionally, all HDFC 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.