

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

DUTY STATEMENT

Division: Division of Codes and Standards
Unit: Mobilehome and Special Occupancy Parks
Branch: Housing Standards and Program Operations
Position Number: 401-813-5393-901 (PS 3035)
Classification: Analyst II
Working Title: Lead Parks Analyst
HQ Location: Sacramento Main Office
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 direction of the Supervisor I, the Analyst II acts as a program expert as part of the Mobilehome and Special Occupancy Parks Programs and independently manages the Parks PTO shared outlook inbox. The incumbent exercises a high degree of initiative and independent judgment while performing a variety of complex analytical duties for the Program.

% of Time	Essential Functions:
40%	Conduct research and analysis on a variety of regulated processes while responding to inquiries from stakeholders through a shared electronic mailbox and via phone to respond to voicemails. Develop written responses and send emails regarding complex regulatory inquiries. Prepare and provide verbal responses to complex regulatory inquiries. Conduct research and statistical analysis on a variety of program related subjects. Independently complete CASAS and CSOS enhancement requests and act as liaison with IT and Admin on CASAS and CSOS related items. Plans, organizes, and completes special projects assigned by program managers. Develop procedures, create standard operating procedure documents, templates, and other training documents. Develop and amend program forms and other written materials.

30%	Process applications and issue a Permit to Operate for the Mobilehome and Special Occupancy Parks Programs. Develop procedures, and process documents related to the program laws and regulations. Independently research, analyze, and interpret the California Building Standards Codes, Health and Safety Code, Mobilehome Parks Act, Special Occupancy Parks Act, Employee Housing Act, Mobilehome Park and Recreational Vehicle Training Act, State laws, regulations, and program policies in order to respond to and develop complex written and verbal regulatory responses and complaints for Division and Department management. Develop reports, presents findings, identifies opportunities for process improvement and makes recommendations to Division management and executive staff. Independently manage program records digitization and organization to support process improvement and program efficiency.
15%	In a lead capacity, develop, maintain, and present educational materials and provide training for Division staff and local governments or local enforcement agencies on the Mobilehome Parks Act, Special Occupancy Parks Act, and Mobilehome Park and Recreational Vehicle Training Act. Facilitate meetings with a variety of groups such as management, staff, and internal and external stakeholders. Coordinates with the Legal Affairs Division on Public Records Act and Subpoena requests that require the Division to research and collect records and information to be provided to a requester. Provide support to the Park Manager Training Program and Employee Housing Program.
10%	Independently analyzes proposed legislation pursuant to the statutory responsibility of the Department. Develops legislative proposals and conducts legislative analysis for bills regarding mobilehome parks, special occupancy parks, park manager training, and employee housing to advise Division management on the impact or potential impact of pending bills affecting the Division and its programs. Assist with the management of disaster reporting and coordination with Field Operations.
% of Time	Marginal Functions:
5%	Plan, organize, and complete special projects in support of the Department's and Division's overall objectives, involving project management, development of standard operating procedures, policies and procedures, program metrics and/or business process improvements. Other related duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 5% travel may be required.

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: None

Personal Contacts: The incumbent shall be in contact with the public, other State agencies, financial institutions, and manufactured housing industry representatives and confers regularly with various staff, at all levels, throughout C&S and the Department.

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.