

State of California
California Housing and Homelessness Agency

DUTY STATEMENT

Unit: Legislative Affairs
Position Number: 464-100-7500-002 (PS 3063)
Classification: Career Executive Assignment, Level A
Working Title: Assistant Deputy Secretary of Legislation
Location: CHHA Headquarters, Sacramento
Incumbent: Vacant
Effective Date: TBD

Agency Statement: You are a valued member of the Agency's team. You are expected to work cooperatively with team members and others to enable the Agency to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Agency's mission.

Job Summary: Under the general direction of the Deputy Secretary, Legislation, at the California Housing and Homelessness Agency, the Assistant Deputy Secretary of Legislation will serve as a principal advisor over legislative policy matters in furtherance of the Agency and its member departments before the Governor's Office, State Legislature, and with other governmental entities at the federal, state, or local level.

% of Time	Essential Functions:
40%	Serves as the primary coordinator of the legislative process; day-to-day oversight of a high-volume legislative program, identifying and resolving significant policy issues impacting the Agency and its five departments, and providing training and technical support on procedural and substantive legislative matters.
25%	Acts as the legislative policy lead on specified areas of the Agency legislative portfolio; reviewing all Agency bill analyses, enrolled bill reports, legislative proposals, and other legislative materials; independently drafting and negotiating legislative amendments; representing the Agency in legislative hearings.
20%	Manages the Agency's legislative program by monitoring and tracking proposed legislation impacting Agency and department programs using legislative tracking resources; developing and coordinating procedures for Agency review of bill analyses, Enrolled Bill Reports, weekly legislative reports, and legislative concepts for submission to the Governor's Office; providing functional advice and direction to department legislation coordinators
10%	Advises the Agency Secretary, Deputy Secretary of Legislation, other senior Agency staff, Department Directors, and the Governor's Office on policy and

political feasibility, risks, and strategy; representing the Agency at meetings with legislators, legislative staff, and stakeholders.

% of Time Marginal Functions:

5% Acts for the Deputy Secretary of Legislation in their absence; performing other high-level and strategic initiatives on behalf of the Agency Secretary and Deputy Secretary of Legislation, as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 5% overnight travel throughout the state may be required.

Supervision Received: Incumbent reports to and receives general direction from the Deputy Secretary of Legislation, CHHA.

Supervision Exercised: N/A

Conflict of Interest (COI): Form 700 reporting required.

Background Check: Yes

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

Personal Contacts: Confers regularly with department management and expected to work cooperatively and effectively with managers and staff to accomplish department objectives.

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 the Agency's mission, policies and procedures, as well as federal and state laws. It is the employee's responsibility to ensure timely, complete, and accurate data is maintained in accordance with these policies, procedures, and laws. Failure to perform the duties listed above may result in a loss of funding to the Agency, loss of future funding, and repayment of funding as the result of an error.

Diversity, Equity, and Inclusion: All employees at CHHA 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 CHHA 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 the Agency. Additionally, all CHHA employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

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.

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.