

DUTY STATEMENT

DS 3022 (08/2025)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY DEVELOPMENT DIVISION
HOUSING DEVELOPMENT AND ASSET MANAGEMENT BRANCH
DUTY STATEMENT**

JOB TITLE: Housing and Community Development Representative II

POSITION #: 472-557-8962-XXX

EMPLOYEE:

POSITION DESCRIPTION: The Housing and Community Development Representative II (HCDR II) is responsible for the day-to-day administration and asset management of the Department of Developmental Services' (Department) Community Placement Plan (CPP)/Community Resource Development Plan (CRDP) single-family and multifamily housing projects, along with the Department of Developmental Services-Rental (DDS-R) and Department of Developmental Services-Affordable Housing (DDS-AH) programs.

The HCDR II performs analysis on complex and sensitive assignments related to the Department's housing programs designed for individuals with intellectual and developmental disabilities (IDD). The incumbent independently performs a wide range of housing, economic, and community development functions related to the Department's housing initiatives and provides recommendations to Community Development Division (CDD) management regarding program compliance, policy implementation and program improvements.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to and under the general direction of the Supervisor I in the Housing Development and Asset Management Branch.

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Review and monitor assigned CPP/CRDP single-family and multifamily housing projects, and DDS-R/DDS-AH programs for individuals with IDD. Collect and document compliance monitoring requirements of all housing resources and other housing programs. Conduct compliance related activities, including property insurance reviews, occupancy and bed capacity requirements, health and safety issues, financial analysis, housing portfolio documents (hard copy and digital) reviews and filing, and site visits. Verify program compliance, track loan documentation, and assess and audit project files. Communicate externally to regional centers, housing developer organizations (HDO), property management

companies, insurance carriers, service providers/vendors, and internal Department team members including CDD management by phone or email. Conduct outreach to external entities for compliance reporting and collect, track, review, and process reporting requirements for all housing projects on an ongoing basis. Verify project and tenant information, including but not limited to, program type, project numbers, address, unit number, unit type, income, and rent. Complete in-depth studies and analysis of requests including property resales, refinances, loan payoffs, loan forgiveness, loan and legal amendments, and other ownership or loan changes. Order and review third party title reports. Work with Department staff and CDD management to initiate corrective actions on housing projects, coordinating with the Department's Legal Affairs Division as needed. Collect, review, and analyze fiscal finances of reserve accounts per program guidelines. Conduct data entry and prepare analytical reports for management.

- 35% Research, monitor, and interpret data related to long-term program compliance. Maintain and manage the asset management database to ensure compliance records are current. Maintain and develop policies and procedures with new internal and regulatory changes. Track and maintain program compliance information and prepare reports related to project program compliance, housing project viability, financial reserves status, loan status, and overall housing project portfolio status. Coordinate and collaborate with other CDD staff overseeing housing projects; prepare and review written correspondence, program documentation and procedures, reports, budgets, and replacement reserve reimbursement request proposals. Respond to internal and external requests for housing portfolio-related items and work on special projects as directed. Coordinate and respond to assigned program correspondence and conduct follow-up communication externally and internally as needed. May assume lead responsibility on housing-related assignments and act as the lead contact between the regional centers and the Department for asset management compliance responsibilities. Conduct in-depth research both independently and collaboratively to provide recommendations and/or solutions to CDD management.
- 15% Maintain, compile, and analyze programmatic and fiscal data, as required to provide information to CDD management on housing programs and initiatives, housing trends and issues, Legislative reports, controlled correspondence and the Department's website; research and assesses statewide housing needs for individuals with IDD; create forms, reports, and other management tools to review data and track compliance. Participate in panel presentations and tele or video conferences. Respond to telephone and written requests for information or assistance concerning the Department's initiatives, including affordable housing.

Attend meetings or conferences and participate in other collaborative efforts with other divisions within the Department, other State departments, regional centers, and a variety of other community entities to facilitate program implementation and foster relationships.

- 10% Conduct independent on-site physical inspections of statewide single-family and multifamily properties. Complete a final site visit summary report and communicate with internal and external parties. Conduct site visit reviews to analyze all documentation related to projects including legal documents, fiscal reports, restrictive covenants, regulatory agreements, lease agreements, and other property documents. Facilitate, create, and prepare agendas, and materials for meetings and training. Provide ongoing technical assistance and training to CDD staff, regional centers, HDOs, property management companies, insurance carriers, service providers/vendors, and other members of the community.

Marginal Job Functions:

- 5% Assist asset management and CDD management to provide direction on technical aspects of housing initiatives and programs; analyze, interpret, and prepare procedures that specify asset management for housing programs; researches and examines housing issues, trends, and problems for policy impact; provides input on development of guidelines and compliance standards for monitoring and evaluating housing programs in conformance with all pertinent State and federal requirements. Other duties assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. The office is in a multi-story building in downtown Sacramento. Work requires the use of a computer, review of documents, making telephone calls, and other job-related tasks for periods of several hours of the day. May require working under stressful conditions and irregular hours during peak workload periods. This position is eligible to participate in the Department's hybrid telework schedule. Participation in telework is subject to the Department's guidelines. May require occasional travel to locations throughout the State.

DESIRABLE QUALIFICATIONS:

Knowledge of: Computer programs (Outlook, MS Word, MS Excel, PowerPoint, Adobe, One Note); general problems and planning principles in the development of affordable housing; legal housing documentation used in affordable housing development; trends in affordable housing and the developmental disability service system; principles and practices related to public administration, budgetary preparation, and control. Knowledge of affordable housing and economic development trends; principles and practices of public administration, budgetary preparation and control; general underwriting and closing of real estate transactions; knowledge/practices of housing development, economic and community development functions, including pre-

development, acquisition, renovation, construction, and funding mechanisms; general problems and planning principles in the development of low-income housing; legal procedures and documents in real property transactions; federal and State laws and regulations pertinent to the financing and development of low- and moderate-income housing.

Ability to: Utilize a variety of analytical, program software, and policy techniques and skills to resolve complex housing issues and concerns; establish and maintain project priorities; analyze situation accurately and take effective and decisive action; develop, collaborate and maintain harmonious relationships with personnel in the field and onsite related to the coordination and development of housing and supports for individuals with IDD.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.