

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 830-123-4800-001	Date:
Class: Supervisor I	Name:
Under direction of the County Veterans Support & Homeless Housing Programs Supervisor II, Veterans Services Division, the incumbent will serve as Homeless Housing Programs Manager (Supervisor I), leading a team to work with CA Housing and Community Development (HCD) in support of the Veterans Housing and Homelessness Prevention (VHHP) Program, Homekey+ and any other veteran-oriented HCD programs to ensure the programs serve the needs of veterans and their families. Normal working hours will be 8:00 a.m. to 5:00 p.m. Monday through Friday. The workweek and hours may be offset dependent on necessary support of VHHP-related events scheduled on weekends and/or outside weekday normal work hours.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Hire, train, direct, and supervise staff to support and monitor veteran HCD programs such as VHHP and Homekey+, performing activities including, but not limited to Supportive Services Plan (SSP) review and approval, guidelines consultation, Notices of Funding Availability (NOFA), application and data collection tools consultation, maintenance of the VHHP Procedures Manual, the DVBE Requirements Guide, tracking tools, and process and procedures to monitor and evaluate program success. Oversee the development of the VHHP Procedures Manual and other necessary, related policies and procedures. Ensure staff schedule meetings with relevant stakeholders, attend and chair those meetings when appropriate, seek input on program strategies and procedures, and provide training on guidelines and applications.
25%	Collaborate with HCD on updates and/or development of SSP and other relevant program documents and review processes in accordance with updates to related laws, regulations, and programs from the United States Department of Veterans Affairs (USDVA), HCD, CalHFA, U.S. Department of Housing and Urban Development, and any other entity which requires participation. Develop or collaborate with HCD to develop summary reports on applications, SSP review results and other key program(s) metrics, in addition to program related correspondence such as award letters. Meet with Executive Management to determine communications approaches and negotiations with project Sponsors with respect to SSP change proposals.
25%	Oversee and cultivate the relationship among VHHP, Homekey+ and related initiatives to prevent and end veteran homelessness. Attend various workgroups, ceremonies, and conferences representing CalVet's interests.
10%	Participate in analytical studies of best practices in veterans housing and homeless prevention; vulnerable populations; supportive services; and reporting requirements. Oversee the gathering, tabulation and organization of data related to VHHP and Homekey+. Make recommendations on procedures, policies and program alternatives to CalVet Executive Management and other stakeholders, as directed.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 830-123-4800-001		Date:			
Class: Supervisor I		Name:			
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; determine staff requirements; develop recommendations based on metrics collected; log data and perform data analysis; prepare various reports.					X
COMPREHENSION: Understand the needs of stakeholders and partners; understand policies and procedures; content of meetings; trainings.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources Signature _____ Date _____

(Revised 3/25/2026)