

State of California
California Housing and Homelessness Agency
California Department of Housing and Community Development

DUTY STATEMENT

Division: Division of Federal Financial Assistance
Unit: Disaster Recovery Branch
Position Number: 401-254-8962-011 (PS 2069)
Classification: Housing and Community Representative II (HCDR II)
Working Title: Program Representative II
HQ Location: HCD Headquarters, Sacramento
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department 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 Department's mission.

Job Summary: Under the general direction of the Supervisor I of the Disaster Recovery Branch of the Division of Federal Financial Assistance (DFFA), the Program Representative is responsible for the day-to-day complex activities associated with all phases of administering and implementing the federally-funded Community Development Block Grant – Disaster Recovery (CDBG-DR) and Community Development Block Grant – Mitigation (CDBG-MIT) programs. In particular, the Program Representative will work with local grantee programs and projects related to infrastructure, economic development, planning and/or social services. Program Representative will be expected to have strong writing, organizational, and verbal skills.

The Disaster Recovery Branch, which is within DFFA, is primarily responsible for the design and implementation of federally-funded housing, infrastructure, social service, economic development, planning, and mitigation programs including the development of program policies and procedures detailing the use and requirements of federal funding programs, funding recommendations, and fund disbursement.

% of Time	Essential Functions:
25%	Grant Development (Preparation): Draft program guidelines, program policies and procedures, Notice of Funding Availability (NOFA), and application materials, scoring, and threshold requirements for DFA federally funded programs. Research program requirements, consult with internal staff and external stakeholders on necessary program improvements. Evaluate threshold requirements, rate and rank applications using internal program scoring systems and checklists, analyze essential financing documents, and understand and

review project budgets to determine application feasibility, and review application for compliance with program rules and regulations. Prepare report and presentation for the Department of Housing and Community Development's (HCD) Internal Loan Committee. Draft Standard Agreement boiler plate to include statutory or program modifications; manage applicable project files, completion of required data entry in a timely manner and continuously maintain up to date project information in HCD grants management platform: eCivis Grants Network

- 30% Grant Management (Implementation and Closeout): Manage all aspects of the grant program from implementation to close-out, including tracking and monitoring for compliance with Standard Agreement and its multiple regulatory requirements, such as, performance objectives, federal procurement, environmental, labor compliance/Section 3, fair housing, and relocation regulatory requirements. Manage grant files (e.g. gathering and reviewing essential documentation) and building and maintaining communication with stakeholders and subrecipients to monitor and communicate the progress, obstacles, milestones, timelines, and budget status of the project, keeping grants management systems up-to-date, processing funds requests, obtaining required reports and closing out projects upon completion. Conduct monitoring visits to grantees to assess compliance with program requirements.
- 20% Subrecipient/Grantee Technical Assistance: Design and conduct stakeholder feedback and training workshops regarding program design. Develop technical assistance documents, program policy notices, and "Frequently Asked Questions and Answers." Maintain communication with stakeholders and subrecipients. Communications and outreach experience.
- 10% Research, Policies and Procedures, and Special Projects: Analyzes policies and procedures of DFFA federally funded Disaster Recovery programs to take initiative to identify opportunities and propose solutions that support efficiencies. Develop internal procedures and policies to improve services, coordination between programs and other state agencies. Perform analytical and research tasks associated with statutory, regulatory, policy and procedural aspects of DFA's federally funded programs, and work on special projects.
- 10% Writing, Project Management, and Technical Skills: Advanced writing skills and ability to use clear and concise language. Complete administrative and program-related assignments such as updating process manuals, technical assistance documents, and program policy notices. Review or prepare award letters, legislative notification letters, and project fact sheets. Participate in staff meetings and training sessions.

All of the above tasks are expected to be performed with the ability to communicate and track tasks and deliverables. Project management skills also include meeting deadlines, communicating about deadlines, tracking work

product, communicating progress and obstacles, taking initiative to propose resolutions, ability to develop and use organizational tools. Advanced project management skills would include taking lead roles on task assignments and coordinating with team to complete final work product, develop processes, communicate across programs, design and implement systems that track and meet established goals, and research and analyze tools and processes and suggest improvements. Organizational skills including development and use of modern file management systems. Introductory to advanced Excel skills with ability to learn advanced functions. Adobe PDF creation and manipulation.

% of Time **Marginal Functions:**
5% Other related duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 20% overnight travel throughout the state may be required, and in-person visits to headquarters to collaborate with colleagues

Supervision Exercised: None

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): 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 Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

Administrative Responsibility: None

Personal Contacts: The incumbent confers regularly with federal, state and local government agencies, project sponsors, private and public lenders, and interest groups, as authorized by the Division management.

Consequence of Error: The incumbent will be required to exercise expert judgment, and offer expert consultation to multiple levels of employees within the Department. Lapses in judgment could result in improper information being implemented into the PS HCM system, errors within the PeopleSoft programming, employees having incorrect leave taken from their leave balances causing staff to have over payments. Development of poor departmental policy recommendations which could reflect badly against executive management.

Diversity, Equity, and Inclusion: All employees at HCD 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 others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD 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 Department. Additionally, all HCD 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.