State of California
California Housing and Homelessness Agency
California Housing Finance and Development Committee
DUTY STATEMENT

Division:	Housing Development and Finance Committee
Unit:	Development Finance
Position Number:	465-500-7500-001
Classification:	Deputy Director
Working Title:	Career Executive Assignment (CEA) B
Location:	HDFC 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 as it delivers a streamlined, integrated affordable housing finance system. Your creativity and ingenuity are encouraged. Your commitment to maintain regular attendance, fairness, honesty, respect, shared accountability, and efficiency are critical to HDFC's efforts to streamline and accelerate California's multifamily affordable housing finance system.

Job Summary: Under administrative direction of HDFC executive leadership, and in partnership with the Department of Housing and Community Development (HCD) and the California Housing Finance Agency (CalHFA), the Deputy Director of Development Finance serves as a principal executive responsible for the formulation, implementation, and oversight of the State's integrated multifamily housing finance system.

The position provides strategic leadership for aligning state subsidy, tax credits, and bond financing programs across various departments into a unified system; oversees the development and implementation of housing finance policies and operations; and establishes and oversees the team to plan a statewide strategy to coordinate HDFC's asset management and compliance framework in order to protect long-term state investments. The incumbent advises executive leadership on complex financial, policy, and operational issues and represents HDFC in high-level interagency, legislative, and stakeholder forums in support of the Executive Director. This role requires preparation of executive-ready briefs and recommendations, sustained cross-department and external coordination, participation in the negotiation of agreements, and representation of the organization with partner agencies and stakeholders on high profile initiatives. This role supports the effective governance of HDFC, supervises staff, and builds strong stakeholder relationships to advance housing development goals.

% of Time **Essential Functions:**

60% Oversees statewide development finance functions and policies for HDFC.

- Directs the design and implementation of a unified, "one-stop" multifamily housing finance system that integrates state subsidy, tax credits, and bond financing.
- Establishes and oversees policies governing underwriting, subsidy layering,

financial feasibility, and award methodologies.

- Provides executive oversight of project financing structures, loan closing policies, and financial risk management strategies.
- Provides executive oversight and strategic guidance on the development and implementation of a statewide affordable housing finance portal, including unified application intake, coordinated review workflows, and data integration across programs and agencies.
- Ensures alignment of development finance activities with statutory requirements, capital market conditions, and statewide housing priorities.

20% Represents HDFC and coordinates with executive leadership, control agencies, and external partners on finance and policy matters.

- Serves as a principal liaison with partner state entities, including those responsible for housing finance, tax credits, and bond allocations, to align program requirements and processes.
- Represents HDFC at legislative hearings, budget discussions, and other public events as needed.
- Advises leadership on legislative proposals, budget strategies, and statutory changes necessary to support a unified housing finance system.
- Engages with developers, financial institutions, local governments, and stakeholders to inform policy and program improvements.

10% Oversees the planning of asset management, compliance, and portfolio oversight strategies.

- Builds the team that will lay the groundwork for a coordinated asset management framework to monitor long-term performance, compliance, and financial health of HDFC-funded projects across programs in partnership with HCD, CalHFA, and other applicable agencies.
- In partnership with HDFC legal, oversees the development of policies for regulatory agreements, reporting requirements, and enforcement actions to protect state investments and ensure long-term affordability.
- Informs the development and refinement of data systems, performance metrics, and risk monitoring tools to evaluate portfolio outcomes and identify corrective actions.

10% Provides organizational leadership, staff oversight, and operational management.

- Directs and evaluates senior managers and staff.
- Oversees strategic planning, workload management, and implementation of performance metrics.
- Supports recruitment, training, and development of staff to build a high-performing organization aligned with HDFC’s mission.
- Promotes a culture of collaboration, continuous improvement, and accountability.

Special Requirements: (Define all that apply)

Travel: Travel throughout the state may be required up to 10% of the time.

Supervision Exercised: Direct supervision of managers and staff.

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

Background Check: None.

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: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Working Conditions (Telework): The incumbent must maintain safe working conditions at an approved alternate work location, follow ergonomic guidelines, and maintain a distraction-free remote work environment.

Administrative Responsibility: The incumbent serves as a member of HDFC executive leadership and is directly responsible for development finance and asset management policy, operations, and program performance.

Personal Contacts: Frequent contact with HDFC and CHHA leadership, state agencies, control agencies (Department of Finance, Legislative Analyst's Office, State Treasurer's Office), local governments, developers, financial institutions, and stakeholders. Contacts involve sensitive, complex, and high-impact issues.

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 Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

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

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

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.