

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

DUTY STATEMENT

Division: Codes and Standards
Unit: Southern Area Office, Field Operations
Position Number: 401-830-5157-004 (PS 3129)
Classification: Analyst I
Working Title: Program Analyst
Location: Southern Area Office, Riverside
Incumbent: TBD
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 supervision of the Codes and Standards Administrator I and with guidance from team leaders, the Analyst I performs analytical and consultative work to support a wide range of operational and programmatic needs within the Area Office. The incumbent interprets and applies laws, regulations, and policies related to the Mobilehome Parks Act, Special Occupancy Parks Act, Employee Housing Act, and Manufactured Housing Act (Acts). Responsibilities include supporting the Mobilehome Park Maintenance (MPM) Program, performing CASAS data entry and analysis, and responding to internal and public inquiries regarding program requirements, database systems, and regulatory processes. The Analyst I provides essential analytical, administrative, and technical support to ensure the effective delivery of the Division's oversight and enforcement responsibilities.

% of Time	Essential Functions:
35%	Act as the Area Office Mobilehome Maintenance Inspection Program (MPM) Coordinator under the direction of Southern Area Office (SAO) Management, including the CSA II, Field Supervisors, and/or CSA I. Utilize CASAS to assign MPM inspections to District Representatives (DRs) as directed by Management. Review, track, and monitor the timely submission of all MPM inspection reports. Enter MPM report data into CASAS and maintain logs, documents, and tracking tools that reflect inspection status, progress, and resolutions. Provide guidance and support to DRs and SAO Management regarding MPM procedures, workflows, and program requirements. Assist with the processing of documents used for potential enforcement actions, including

those related to suspension or revocation of a park owner/operators Permit to Operate, as directed. Coordinate with the Field Operations Supervisor Specialist to compile, verify, and report MPM data for inclusion in the MPM Task Force documentation.

- 30% Provide backup and assistance in coordinating and monitoring Area Office complaint activities, including data entry, tracking, and issuance of Notices of Violation. Provide backup and support in gathering documents for Public Records Act (PRA) requests, maintaining the PRA log, and preparing and submitting complete PRA packages to the Legal Affairs Division (LAD). Assist with preparing legal case files and processing subpoenas in accordance with established procedures and coordinating with LAD.
- Provide backup and support in processing Online Services submissions and mailing permit applications, from intake to issuance. Assist in reviewing, monitoring, and reporting on Area Office productivity and backlog by gathering, analyzing, and compiling statistics using automated database systems. Assist with monitoring field vehicle paperwork, logs, and mileage reporting. Support the preparation of reports necessary for data collection related to individual programs within the Area Office. Monitor and report data associated with disasters affecting programs administered under the Mobilehome Parks Act, Special Occupancy Parks Act, Employee Housing Act, and Manufactured Housing Act (Acts).
- 20% Participate in the administrative functions of the Area Office by supporting daily operational activities and ensuring consistent program workflow. Evaluate the training needs of both field and office staff and assist in coordinating appropriate training resources. Provide support and coordination to Area Office employees and building inspectors to help resolve workflow issues and enhance program efficiency. Assist in activities related to contracts, procurements, and supply management to support Area Office operations. Serve as the liaison between the Area Office and the Information Technology Branch to report and resolve issues involving programs specific databases, hardware, software, or other computer-related problems. Develop keying guides, procedure manuals, and database enhancement requests to support standardization, improve data accuracy, and increase operational efficiency.
- 10% Plan, organize, and complete special projects assigned by management, ensuring deliverables are accurate, timely, and aligned with program objectives. Prepare letters, reports, and other correspondence in support of Area Office operations. Respond to more complex inquiries from the public, the Legislature, other State agencies, and industry stakeholders regarding the Division's programs, including the Acts, the Codes and Standards Automated System 3.0 (CASAS 3.0), and the Codes and Standards Online System (CASOS)/Salesforce. Provide clear, accurate, and program-consistent

information while maintaining a high level of professionalism and customer service.

% of Time	Marginal Functions:
5%	Perform other job-related duties, assignments, or special projects as required to support the missions of the Department and the Division.

Special Requirements: (Define all that apply)

Travel: Up to 5% statewide travel may be required.

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: The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: The incumbent will serve as the main contact between the assigned Codes and Standards Division activities and a wide variety of internal and external stakeholders.

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.