

**State of California
California Housing and Homelessness Agency
Housing Development and Finance Committee**

DUTY STATEMENT

Unit: Legal Affairs
Position Number: 401-500-5795-XXX (PS 1974)
Classification: Attorney III
Working Title: Attorney III
HQ Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Housing Development and Finance Committee (HDFC) team. You are expected to work cooperatively with team members and partners to enable HDFC to provide the highest level of service possible. Your creativity, judgment, 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 the direction of HDFC's General Counsel, the Attorney III performs advanced journey-level legal work to support HDFC's mission: alleviating California's affordable housing crisis by enabling a simpler, faster, and more transparent housing finance system. The Attorney III exercises independent judgment on legal assignments of substantial sensitivity and complexity, including regulatory drafting, interagency agreements, governance and Bagley-Keene compliance, and complex housing finance transactions. Work products are solutions-oriented and grounded in applicable statutory and regulatory frameworks.

% of Time Essential Functions:

35% Legal Analysis: Regulatory Development

Conduct legal research and analysis of statute, regulations, legislation, administrative law, and housing finance authorities; draft and review regulations implementing HDFC's streamlined finance system; prepare legal memoranda, opinions, and briefing materials; analyze proposed legislation and provide recommendations supporting modernization of affordable housing finance.

25% Interagency Agreements, Coordination, and Legal Infrastructure

Draft, negotiate, and review interagency MOUs, cooperative agreements, data-sharing agreements, common interest agreements, and confidentiality agreements essential to statewide coordination; liaise with counsel at partner agencies; support legal frameworks for consolidated underwriting, cross-agency

program alignment, and efficient funding processes that promote modernization and transparency.

15%

Governance, Transparency, and Bagley-Keene Compliance

Advise on public governance obligations for HDFC executive and advisory bodies; review agendas, notices, and meeting materials for legal sufficiency; draft and maintain bylaws, governance protocols, and procedures that promote transparent practices; support HDFC Executive Committee meetings with real-time legal guidance to ensure compliance with the Bagley-Keen Open Meeting Act.

15%

Housing Development Finance Transactions

Independently manage transactional work involving federal and state-funded grants, loans, and programmatic agreements; draft and review agreements and finance documents; interpret statutes, regulations, and program requirements affecting multifamily housing programs; lead cross-functional working groups to resolve issues and advance funding timelines.

10%

Litigation, Risk Management, Enforcement Support, and Other Duties

Evaluate litigation exposure and develop defensible positions for HDFC programs; draft or review pleadings and declarations in coordination with the Attorney General's Office or outside counsel; support enforcement and compliance using practical, solutions-oriented strategies; providing training to staff on legal compliance and governance protocols; perform other legal duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 10% overnight travel throughout the state may be required.

Supervision Exercised: None

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.

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 will interact on an ongoing basis with program staff, supervisors, managers and deputy directors. The incumbent will interact with the AG, counsel representing governmental and non-profit entities and advocacy groups, borrowers, borrowers' consultants and lobbyists, and lenders on department projects. In addition, the incumbent will be responsible for advising the department in complicated and sensitive matters related to housing law.

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 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.

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DUTY STATEMENT

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Working Title: Attorney
HQ Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Housing Development and Finance Committee (HDFC) team. You are expected to work cooperatively with team members and partners to enable HDFC to provide the highest level of service possible. Your creativity, judgment, 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 the direction of HDFC's General Counsel, the Attorney I is the entry-level attorney responsible for performing professional legal work of routine to moderately complex difficulty in support of HDFC's mission. The Attorney I focuses on legal research, drafting, and document preparation; assists with the interagency agreements; supports governance and Bagley-Keene compliance activities; and contributes to transactional work on grants and loans. Assignments build foundational expertise in California public/administrative law and housing finance while emphasizing accuracy, timeliness, and solutions-oriented collaboration.

% of Time Essential Functions:

35% Legal Analysis: Regulatory Development

Perform legal research on statutes, regulations, case law, and administrative authorities; draft legal memoranda, issue analyses, and briefing materials; prepare citations and legislative tracking summaries; assist with regulatory drafting by compiling research, source notes, and comparison tables.

25% Interagency Agreements, Coordination, and Legal Infrastructure

Assist in drafting and reviewing MOUs, interagency agreements, confidentiality and data-sharing agreements, and related instruments; maintain templates and clause libraries; coordinate cross-agency edits and route documents for approval; ensure consistency with HDFC standards and applicable laws.

15% Governance, Transparency, and Bagley-Keene Compliance

Prepare agendas, notices, and meeting materials; verify posting and timing requirements; compile meeting records; and support re-time meeting logistics to ensure compliance with the Bagley-Keene Open Meeting Act.

15%

Housing Development Finance Transactions

Assist with transactional work involving federal and state-funded grants, loans, and programmatic agreements; draft and review agreements and finance documents; interpret statutes, regulations, and program requirements affecting multifamily housing programs; assist cross-functional working groups to resolve issues and advance funding timelines.

10%

Litigation, Risk Management, Enforcement Support, and Other Duties

Assist with evaluating litigation exposure and develop defensible positions for HDFC programs; draft or review pleadings and declarations in coordination with the Attorney General's Office or outside counsel; support enforcement and compliance using practical, solutions-oriented strategies; providing training to staff on legal compliance and governance protocols; perform other legal duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 10% overnight travel throughout the state may be required.

Supervision Exercised: None

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

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Other, please specify: None

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Administrative Responsibility: None.

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