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

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| **Division:** | Administration & Management |
| **Unit:** | Finance |
| **Position Number:** | 401-105-7500-003 (PS 1826) |
| **Classification:** | Career Executive Assignment, Level B |
| **Working Title:** | Chief Financial Officer |
| **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 Chief Operating Officer, the Chief Financial Officer directs and executes strategy and policy development in support of the overall business and strategic direction of the Department, specifically within the Fiscal Management and Accounting Branches in the budgetary, bond management, loan forecasting, and accounting functions.

| **% of Time** | **Essential Functions:** |
|---|---|
| 35% | Direct and execute administrative strategy in support of the overall business and strategic direction of the Department, specifically within the Fiscal Management and Accounting Branches. Provide leadership, management and policy direction for the work, activities and performance of staff managing the following: financial planning and analysis, financial reporting, bond management, loan and grant servicing, local assistance funding, state operations budget, reconciliations, reimbursements, travel, and FI$Cal implementation. Ensure that all program areas are implemented according to the governing statutes and administrative rules and are aligned in support of HCD's mission to promote safe, affordable homes and strong vibrant communities throughout California. |
| 25% | Provide extensive policy and program consultation and advice to the Chief Operating Officer, Executive Staff and HCD Senior Leadership on complex financial matters including long-term forecasting; bond management, including ensuring compliance with statutory administrative spending limits; loan and grant program monitoring in the billions of dollars; and budgetary appropriations. Direct the implementation and improvement of new and existing policies, while ensuring program integrity specific to HCD goals, strategic vision, legislative mandates, |

business direction, and administrative service and performance objectives. Continually assess department financials for risks to ensure the sustainability of critical business processes and develop and implement risk-mitigation strategies. Consult with the Chief Operating Officer on sensitive and time-critical policy issues

25% Collaborate at a high level with control agencies and external financial organizations. Ensure policies related to HCD financial matters are consistent with the organization’s goals, objectives, federal and state laws, and the rules of the California Department of Finance (DOF), Legislative Analyst's Office (LAO), Department of FI$Cal (FI$Cal), the State Controller's Office (SCO), State Treasurer's Office (STO), and other state business partners. Monitor and make policy recommendations on the impact of legislation and regulations on HCD programs. Represent HCD at control agencies or other professional organizations on financial issues.

10% Serve as a member of HCD's senior leadership team and participate in program and policy direction and the development of HCD's Strategic and Business Plans. Participate in departmental strategic and risk management planning sessions and develop related initiatives to meet the items outlined in the board’s strategic plan. Oversee the development of performance goals and metrics for the division and monitor progress towards goal achievement. Develop and maintain effective partnerships with HCD leadership to ensure their operational needs are considered when process and/or procedure changes are being explored. Serve as a Leadership representative on cross-functional project teams, governance councils and organization-wide forums.

**% of Time** **Marginal Functions:**

5% Other related duties as assigned.

**Special Requirements:** (Define all that apply)

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

**Supervision Exercised:** The Chief Financial Officer directly supervises the Chief of the Accounting Branch and the Chief of the Financial Management Branch. The position indirectly supervises a large number of positions comprised of various levels of professional, administrative and technical staff.

**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:** Must possess knowledge of the principles, practices and trends of generally accepted accounting principles (GAAP), governmental accounting standards board (GASB), public administration, organization and personnel management. In addition, the incumbent must act in a professional manner and demonstrate a high degree of integrity, honesty, and ethical behavior; demonstrate openness and trust; establish rapport by modeling value-based behaviors; and promote teamwork and communication in support of the Department's strategic goals.

**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:** Participation in management functions including planning, budgeting, cost control, reporting, and personnel. Serve as a member of HCD's senior leadership team and participate in program and policy direction and the development of HCD's Strategic and Business Plans. May act on behalf of the Chief Operating Officer in their absence.

**Personal Contacts:** Meets regularly with individuals at all levels within the Division and Department. External contacts include officials of the California Housing and Homelessness Agency, Department of Finance, Department of Fi$Cal, State Controller's Office, State Treasurer's Office, State Legislature, and other State and Federal control agencies.

**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 and development of poor departmental policy recommendations. If acted upon, this could result in significant harm to the Department and Administration, with potential impacts including but not limited to utilizing improper funding sources, violation of cost allocation requirements, and indebtedness in excess of appropriations.

**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.