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

Unit:	Legal Affairs
Position Number:	465-500-5780-001 (PS 1974)
Classification:	Attorney IV
Working Title:	Attorney IV
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 General Counsel, the Attorney IV provides advanced and specialized legal services in support of HDFCs mission: to alleviate California's affordable housing crisis by creating affordable homes through a simpler, faster, and more transparent housing finance system. This position requires a forward-thinking, solutions-oriented attorney who approaches legal challenges with creativity and openness while ensuring all work remains firmly grounded in applicable statutory and regulatory frameworks. In addition to complex transactional work involving federal and state funded grants and loans, the Attorney IV plays a critical role in developing innovative legal frameworks and strategies that streamline statewide housing finance processes. This includes drafting regulations, advising on consolidated program structures, supporting Bagley-Keene compliance, and negotiating interagency agreements. The Attorney IV supports the General Counsel by exercising independent judgement on complex legal matters and may mentor other attorneys in adopting modern, problem-solving approaches consistent with HDFC's mission.

% of Time **Essential Functions:**

35% **Legal Analysis: Regulatory Development**

Conduct advanced legal research and analysis of statutes, regulations, legislation, administrative law, and housing finance authorities; develop, draft, and review regulations necessary to implement HDFC's streamlined housing finance system; prepare complex legal memoranda, opinions, analyses, and briefing materials; evaluate proposed legislation; and provide legal recommendations that support modernized approaches to affordable housing finance.

25% **Interagency Agreements, Coordination, and Legal Infrastructure**

Draft, negotiate, and review interagency memorandums, MOUs, cooperative agreements, data-sharing agreements, common interest agreements, confidentiality agreements, and other legal instruments essential to coordinated statewide housing efforts; serve as a senior liaison to legal counsel at partner agencies; support the creation of innovative legal frameworks for consolidated underwriting, cross-agency program alignment, and efficient funding processes; and develop legal structures that promote modernization, transparency, and problem-solving across California's housing finance partners.

15% **Governance, Transparency, and Bagley-Keene Compliance**

Assist the General Counsel in advising on public governance obligations, including compliance with the Bagley-Keene Open Meeting Act; review agendas, notices, and meeting materials for legal sufficiency; draft or assist in drafting bylaws, governance protocols, and internal procedures that promote modern and transparent organizational practices; and support HDFC Executive Committee public meetings by preparing documentation and providing real-time legal guidance to ensure full legal compliance.

15% **Housing Development Finance and Complex Transactions**

Manage highly complex transactional work involving federal and state-funded grants, loans, and programmatic agreements; draft and review sophisticated agreements and housing finance documents; provide expert interpretation of statutes, regulations, and program requirements affecting multifamily housing programs; and mentor other attorneys and legal staff, encouraging flexible, modern, and solutions-oriented approaches to emerging legal issues.

10% **Litigation, Risk Management, Enforcement Support, and Other Duties**

Assist the General Counsel in evaluating litigation exposure and developing defensible positions related to HDFC programs; draft or review pleadings and declarations in coordination with the Attorney General's Office or external counsel; support enforcement and compliance activities using practical, solutions-oriented strategies; provide training or guidance to HDFC staff on legal compliance and governance protocols; and 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 of time.

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 Department's 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: If the duties described above are not handled competently and professionally, significant liability could occur, negatively impacting the department's performance of its mission. In addition, the failure to provide sound advice and representation can result in significant liability to the department. The incumbent's actions can determine success in lawsuits and administrative appeals.

The incumbent in this position is expected to be highly independent and skilled and able to determine the critical issues to be addressed with minimum supervision. In addition, the incumbent must be able to work cooperatively and effectively with program staff and outside counsel.

Other Information: Should be proficient in and have an extensive knowledge of the application of Planning and Zoning Law related to but not limited to housing policy, accountability and enforcement, and program development. Should have a comprehensive knowledge all legal aspects of real estate planning, entitlements, multi-family housing finance, and development.

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 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.

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.