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

DUTY STATEMENT

Division:	Legal Affairs Division
Unit:	Legal Administration Support
Position Number:	401-104-4800-001 (PS 1068)
Classification:	Supervisor I
Working Title:	Legal Support Manager
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 Supervisor II, Legal Affairs Division, the Supervisor I (Supervisor) will directly supervise and manage the legal support staff in the Administration Support Branch. The Supervisor I is expected to manage and perform the most complex, and time sensitive assignments, loan program development and policies with program responsibilities that are identified by management. The Supervisor will serve as a subject matter expert and have the responsibility, as a coordinator and advisor regarding economic development and financial assistance programs and activities.

% of Time	**Essential Functions:**
35%	Manage and direct the day-to-day operations. Administer, delegate, and provide guidance to ensure that workload demands, and the Division's goals are met. Monitor staff resources and develop and implement plans to effectively respond to workload fluctuation. Provides on-the-job training to improve skills, knowledge, and abilities. Regularly meet with staff to establish and communicate team goals, objectives, and priorities. Provide optimal, high-quality customer service and legal support services to the Department. Oversee personnel matters and other administrative functions as necessary. Communicate performance expectations and administer corrective or disciplinary actions in accordance with Departmental policies when expectations are not met. Conduct performance appraisals and probation reports with consistent feedback. Conduct hiring interviews, complete personnel documentation to maintain

adequate staffing levels and facilitate the recruitment process. Approve timesheets, training and development, travel expense claims, and leave requests.

35% Work collaboratively with Legal leadership and Division supervisors to evaluate, develop, and improve division processes and procedures, and develop, implement, and revise policies to enhance services and performance.

Lead special projects. Perform extensive legal research for a variety of complex and time sensitive issues. Collaborate and provide recommendations and supporting documentation. Review legal documentation and correspondences. Responsible for ensuring work products are complete, accurate, clear, and concise. Accountable for quality control and ensuring all negotiated matters and considerations obtained by the attorneys are captured adequately and accurately represented in each of the foregoing documents prepared by the staff.

Supervise, train, and provide direction with the electronic ticketing database, according to the Division's procedures. Compile and evaluate detailed statistics and generate accurate reports, identify patterns and trends.

25% Provide notary services for the Department. Administer oaths and affirmations, take depositions and affidavits, maintain proper records. Properly execute loan documents and provide internal notary services to mortgage, escrow, and title companies.

Oversee and coordinate administrative processes for subpoenas and Public Records Act requests, ensuring staff follow established procedures and instructions.

Attend meetings and conferences. Review and make complex decisions. Respond to all inquiries in a timely matter. Establish and maintain positive working relationships with all levels of staff and management.

May act as branch lead, in supervisor's absence.

% of Time **Marginal Functions:**

5% Other job- related duties as assigned and required.

Special Requirements: (Define all that apply)

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

Supervision Exercised: Supervises a small to medium-sized 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: 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 will be responsibility for personnel and management duties related to the administrative support staff.

Personal Contacts: Incumbent will have personal contact with: HCD attorneys and legal staff; program staff in other HCD divisions; escrow officers and title companies; and attorneys and paralegals representing borrowers and other project lenders; and members of the general public. Incumbent will typically make contact using phone, email, in person, mail and presentations. The nature of the contact may be general, confidential, sensitive, technical or informative.

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.