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

DUTY STATEMENT

Division:	Division of Codes & Standards
Unit:	Northern Area Office
Position Number:	401-835-8951-001 (PS 1584)
Classification:	Codes & Standards Administrator I (Non-Peace Officer)
Working Title:	Area Administrator
HQ Location:	Northern Area Office- 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 Codes and Standards Administrator II (CSA II), the Codes and Standards Administrator I (CSA I) is responsible for directing, organizing, training, scheduling and monitoring activities and inspections of assigned District Representatives (DR) I and II and staff relating to the enforcement of the California Health and Safety Codes and related regulations, as they may pertain to the manufacture, use and alteration of all manufactured housing, mobile home, commercial modulars, and special purpose commercial modulars; constructions and maintenance of mobile home parks; and licensing and maintenance of employee housing facilities.

% of Time	**Essential Functions:**
35%	Supervise and provide guidance to staff responsible for inspection and enforcement of the California Health and Safety Codes. Provide training and development to field DRs to enable them to perform their assigned duties in the most efficient, professional and courteous manner, including developing continuing training assignments for DR's. Provide staff with new rules, laws, regulations and policy on code changes to ensure staff have the tools to be successful in performing their daily activities. Assign and track projects and work assignments to ensure work in completed accurately and in a timely manner. Establish expectations, monitor performance, and provide constructive feedback to staff on a continuous basis, which may include documenting deficiencies through performance evaluations and corrective memorandums.

30% Collaborate with the Area Administrator in developing, analyzing, supervising, interpreting and coordinating the enforcement of the Mobile Home Parks Act, the Employee Housing Act, and the Mobile Homes-Manufactured Housing Act regulations for area-wide application by the Division staff, and for local administration of State Housing Law Employee Housing and Mobile Home Park laws in construction, electrical, plumbing, heating and related data preliminary to division approval of alternate materials, appliances, fixture, methods of construction and installation techniques.

20% Review, inspect, and distributing workload for the field DR's and assist in resolving the more complicated problems encountered by the DR's. Develop uniformity of code enforcement by supervising the field DR's work and evaluating their inspection results to ensure consistent practices are being used and enforced.

10% Acts on behalf of the CSA II in their absence. Prepare materials needed for distribution at staff meetings to ensure staff are kept appraising of Department changes, projects and other critical information that affects the unit.

% of Time **Marginal Functions:**

5% Performs special assignments or other job-related duties assigned by the CSA II or CSA lll.

Special Requirements: (Define all that apply)

Travel: May be required to travel by various modes of transportation.

Supervision Exercised: Directly supervises DR I's and II's. In the absence of the CSA II, the incumbent may be called upon to assume the CSA II duties and reports directly to the field operations manager.

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 required the ability to sit, stand, read, communicate, and work on a computer for extended periods of time. The position requires the use of discretion when working with difficult people or working with confidential or sensitive information.

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 is responsible for overseeing the enforcement of the provisions of the Health and Safety Code with regards to the housing issues, i.e., mobile homes, mobile home parks and employee housing. The incumbent is also responsible for the enforcement of the Division's plans and policies regarding code and administrative regulations, i.e., Title 25, Title 24, State Administrative Manual, and Housing Administrative Manuals.

Personal Contacts: The incumbent will have extensive contact with the public as well as contact with contractors, local building department representatives, building industry and department employees.

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.