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

DUTY STATEMENT

Division:	Division of Housing Policy Development
Unit:	Planning Grants & Incentives
Position Number:	401-310-8962-041 (PS 1847)
Classification:	Housing and Community Development Representative II (HCDR)
Working Title:	Housing Policy Representative
HQ Location:	HQ, 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 general direction of the Supervisor I, the Housing and Community Development Representative II, independently performs the more responsible, varied, and difficult analytical assignments to include providing technical assistance, program implementation, review of planning documents, policy analysis and development, and research on issues that impact housing, such as homelessness, land use and planning, public health, disaster preparedness and recovery, climate change, transportation, housing for special need populations, and government planning and financing programs based upon personal assignment. Incumbents also analyze, develop, and evaluate relevant legislation, policies, programs, and issues. Incumbents work in a team environment and may provide guidance and direction as lead or mentor other staff members.

% of Time	Essential Functions:
40%	Independently and as a team member, perform a wide range of duties conducting program implementation, review of documents, research, data collection, and analysis regarding subjects such as housing, climate change, homelessness, land use, housing elements, transportation, and community development policies and programs. Compile, analyze, and organize data and information. Monitor performance measures, evaluate outcomes, and prepare reports, papers, briefs, presentations, summaries, and documents. Assist with preparing plans, policy briefs and legislative analyses. Produce professional, well written policy related documents with attention to thoroughness and completeness of work, style, grammar, punctuation, and spelling.

30%	Coordinate and provide technical assistance to public and private sector organizations on governmental housing and community development policies, planning and financing programs and requirements. Technical assistance includes but is not limited to conducting outreach programs and workshops to stakeholders. Activities may include assisting, reviewing, and/or commenting on stakeholder general, housing, grant, or incentive plans. Participate in intra- and inter-departmental project teams as needed.
15%	Prepare materials related to sensitive policy development. Collect information regarding strategies and efforts pursued by other government organizations. Coordinate with housing-related interest groups and other external partners to provide advice as needed. Act as team lead for more complex projects related to Division policy initiatives. Support physical and electronic file maintenance, quality control, and data management. May work on processes related to housing element law, such as providing technical assistance, statutory analysis review of documents and memorandum preparation.
10%	Work in a team environment on continuous improvement projects, such as strategic planning initiatives, priority work areas, and policy development review committees. Act as Analyst of the Week and facilitate monthly HPD All Staff meetings when scheduled.

% 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: None

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 advises leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: The incumbent will serve as the main contact between the assigned Housing Policy Development Division activities and a wide variety of internal external stakeholders, the Division's management and staff, other Divisions, other Agencies, and occasionally, the public. The incumbent is expected to work cooperatively and effectively with managers and staff to accomplish the objectives of the Division and the Department.

Consequence of Error: The incumbent will be required to maintain a professional public image through conduct and performance that reflect positively on the department. This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

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.

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Job Summary: Under the supervision of the Supervisor I, the Housing and Community Development Representative I, works in a team environment and assists in providing technical assistance, policy analysis and research for assignments that impact housing. Subject matters include but is not limited to Housing Element Law, land-use-related issues, homelessness, climate change, fair housing, state, federal, regional and local housing planning and land use, financing programs and other housing policy development and land use topics. Incumbent also analyzes, develops, and evaluates housing, community development, and land-use related legislation, policies, programs and issues.

% of Time	**Essential Functions:**
40%	Performs the more routine and less complex duties to assist in conducting program implementation, review of documents, research, data collection, and analysis regarding subjects such as housing, climate change, homelessness, land use, housing elements, transportation, and community development policies and programs. Compile, analyze, and organize data and information. Monitor performance measures, evaluate outcomes, and prepare reports, papers, briefs, presentations, summaries, and documents. Assist with preparing plans, policy briefs and legislative analyses. Produce professional, well written policy related documents with attention to thoroughness and completeness of work, style, grammar, punctuation, and spelling.

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15%	Provides assistance in preparing materials related to sensitive policy development. Collect information regarding strategies and efforts pursued by other government organizations. Coordinate with housing-related interest groups and other external partners to provide advice as needed. Support physical and electronic file maintenance, quality control, and data management. May work on processes related to housing element law, such as providing technical assistance, statutory analysis review of documents and memorandum preparation.
10%	Works in a team environment on continuous improvement projects, such as strategic planning initiatives, priority work areas, and policy development review committees. Act as Analyst of the Week and facilitate monthly HPD All Staff meetings when scheduled.

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