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

DUTY STATEMENT

Division:	Division of Codes & Standards
Unit:	Code Enforcement unit
Position Number:	401-835-8959-001 (PS 1989)
Classification:	District Representative I (NPO)
Working Title:	Code Enforcement District Representative I
HQ Location:	Codes & Standards Main 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 direction of the Codes and Standards Administrator II Code Enforcement Manager, the Code Enforcement District Representative I (DR-I), conducts inspections and investigations as specified in the Employee Housing Act, Mobilehome Park Act, Special Occupancy Park Act, and Manufactured Housing Act. The DR-I is assigned the most sensitive and complex field inspections and investigations. The incumbent is expected to schedule and conduct inspections and investigations relating to the enforcement of State and Federal laws and regulations for assignments within a geographical area.

% of Time	Essential Functions:
40%	The Code Enforcement DRI will perform Complaint Investigations for Employee Housing facilities, Mobilehome Parks, and Special Occupancy Parks, associated with manufactured homes, mobilehomes, commercial modulars, and special purpose commercial modulars. Ensure adherence to field operation procedures, staff memorandums, policy, and information bulletins. Respond to other Department employees to answer technical questions regarding areas of influence. Conduct data entry in Division databases and assist building inspectors in planning work schedules and utilizing departmental databases.
30%	Conduct a variety of inspections for the occupancy of Employee Housing facilities in assigned geographical area. Manage and maintain Employee Housing assignments and complete data entry within the Division's database(s). Inspect Employee Housing facilities for proper maintenance, use, and occupancy, and respond to allegations of illegal employee housing activity.

30% Conduct various building and related inspections to support Building Inspectors in their assigned areas to reduce backlogs. Assist Building Inspectors in responding to inspections in a timely manner and assume inspection duties in areas when the Building Inspector is absent. Attend and/or facilitate periodic staff meetings at the Northern Area Office or at off-site locations for training, problem solving, review, and related updates.

Special Requirements: (Define all that apply)

Home Base – Working in Field: This duty statement indicates the assigned geographical location for this position. The employee must have a primary residence within 50 miles of the assigned geographic area and continue to maintain residency as a condition of employment. Failure to meet this requirement may result in disciplinary action.

Travel: The incumbent is required to maintain as assigned State vehicle. Assigned geographic areas of assignment may be re-designated depending on department need. This position may require extensive travel in the event of disaster or to assist other Division staff.

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 has no administrative responsibilities.

Personal Contacts: The incumbent will have extensive contact with the public, contractors, and local government officials as the department's representative in a large geographic area.

Consequence of Error: The position has responsibility to help ensure that the principles and practices are carried out and implemented in accordance with the mission, policies and procedures, and federal and state laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being given 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.