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

DUTY STATEMENT

Division:	Division of Federal Financial Assistance
Unit:	Federal Policy and Compliance
Position Number:	401-257-9037-009 (PS 2081)
Classification:	Housing and Community Development Specialist II
Working Title:	Senior Environmental Compliance Specialist
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 Federal Policy and Compliance Section Chief, Supervisor II in the Division of Federal Financial Assistance, the Housing and Community Development Specialist II plans and carries out the details of the most difficult and complex studies in the area of natural resources and environmental compliance. The incumbent is responsible for independently monitoring environmental compliance regulations at both a state and federal level; developing and implementing policy related to environmental monitoring and compliance; reviewing and preparing documents in compliance with environmental regulations; and collaborating with local jurisdictions, federal and state regulatory agencies, and other entities to address environmental concerns that involve housing development and planning.

% of Time	**Essential Functions:**
40%	Prepare, review and process environmental documents mandated by Federal and State laws and regulations and assess the consequences to the environment of Housing alternatives and formulate environmental mitigation measures for these alternatives. As a subject matter expert in federal and state environmental program statutes, regulations, rules, and guidelines, the incumbent is responsible for developing difficult and high level procedures, programmatic policies, processes and guidelines that will allow monitoring and oversight of grantees to certify compliance with various environmental acts such as the National Environmental Policy Act (NEPA), the United States Department of Housing and Urban Development's NEPA Implementing Regulations at 24 Code of Federal Regulations (CFR) Part 58, National Housing Trust Fund Environmental Provisions at 24 CFR Part 93.301(f), Historic Preservation Act, Endangered

Species Act, Farmland Preservation, Toxic Substance, among other key environmental regulations. Identify research needs in the natural and social sciences as well as the environmental design arts; perform research within area of expertise as part of a research team; monitor and evaluate environmental research findings accomplished by out-service personnel and contract consultants. Work with key external stakeholders to develop methods for communicating environmental updates and changes to external customers and program operators.

35% Develop an environmental inventory and assessment of existing activities and social and natural environmental systems, to be used as a database upon which to plan and develop housing goals and strategies. Work in collaboration with local jurisdictions, tribes, developers, compliance experts, and other entities to review complex environmental reports and provide analysis required to determine the environmental effects of proposed actions and legislation. Act as the high-level expert to evaluate and determine the impacts of projects and ensure measures are in place to mitigate concerns. Review engineering and scientific documents to confirm environmental commitments are recorded and met in project plans, specifications and estimates. Work to ensure environmental commitments are implemented during construction. May be required to travel to work sites to complete evaluation of construction. Manage collection and analysis of data and production of reports for time sensitive and critical projects. Assign and oversee work of contract consultants.

20% Lead development of and participate in training programs in the environmental area. Conduct training to provide staff with information on environmental mandates and regulations at a state and federal level. Develop workshops and training tools to provide information to staff. Develop listing of mitigation measures for inclusion in the Standard Agreements. Provide expertise and guidance on State Historic Preservation Office processes and procedures, Section 106 Cultural and Anthropological studies, Coastal Commission coordination, Tahoe Regional Planning Association, and other federal, state, and regional environmental and planning efforts. Work across multiple divisions and in collaboration with various levels of staff to ensure the department meets all environmental regulatory requirements.

% of Time **Marginal Functions:**

5% Performs Other related duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 20% overnight travel throughout the state 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: To design, plan, and implement activities in support of the department. The incumbent provides input into general and specific policy decisions affecting program compliance and development, contract administration, and technical assistance.

Personal Contacts: The incumbent confers regularly with division management, unit chiefs, program managers and staff, other divisions, other agencies and the public, tribes, contracted consultants, and occasionally with department management. Expected to work cooperatively and effectively with managers and staff to accomplish division objectives. Collaborates with external stakeholders and departments.

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.

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DUTY STATEMENT

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Unit:	Federal Policy and Compliance
Position Number:	401-257-9035-XXX (PS 2081)
Classification:	Housing and Community Development Specialist I
Working Title:	Environmental Compliance Specialist
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 Federal Policy and Compliance Section Chief, Supervisor II in the Division of Federal Financial Assistance, the Housing and Community Development Specialist I assists in planning and carrying out the details of studies in the area of natural resources and environmental compliance. The incumbent is independently responsible for assisting with monitoring environmental compliance regulations at both a state and federal level; developing and implementing policy related to environmental monitoring and compliance; reviewing and preparing documents in compliance with environmental regulations; and collaborating with local jurisdictions, federal and state regulatory agencies, and other entities to address environmental concerns that involve housing development and planning.

% of Time	**Essential Functions:**
40%	Assist in the preparation, review and processing of environmental documents mandated by Federal and State laws and regulations and assess the consequences to the environment of Housing alternatives and formulate environmental mitigation measures for these alternatives. As a subject matter expert in federal and state environmental program statutes, regulations, rules, and guidelines, the incumbent is responsible for developing difficult and high level procedures, programmatic policies, processes and guidelines that will allow monitoring and oversight of grantees to certify compliance with various environmental acts such as the National Environmental Policy Act (NEPA), the United States Department of Housing and Urban Development's NEPA Implementing Regulations at 24 Code of Federal Regulations (CFR) Part 58, National Housing Trust Fund Environmental Provisions at 24 CFR Part 93.301(f),

Historic Preservation Act, Endangered Species Act, Farmland Preservation, Toxic Substance, among other key environmental regulations. Identify research needs in the natural and social sciences as well as the environmental design arts; perform research within area of expertise as part of a research team; monitor and evaluate environmental research findings accomplished by out-service personnel and contract consultants. Work with key external stakeholders to develop methods for communicating environmental updates and changes to external customers and program operators.

35% Assist in the development of an environmental inventory and assessment of existing activities and social and natural environmental systems, to be used as a database upon which to plan and develop housing goals and strategies. Work in collaboration with local jurisdictions, tribes, developers, compliance experts, and other entities to review environmental reports and provide analysis required to determine the environmental effects of proposed actions and legislation. Support subject matter experts in evaluating and determining the impacts of projects and ensure measures are in place to mitigate concerns. Review engineering and scientific documents to confirm environmental commitments are recorded and met in project plans, specifications and estimates. Work to ensure environmental commitments are implemented during construction. May be required to travel to work sites to complete evaluation of construction. Support or manage collection and analysis of data and production of reports for time sensitive and critical projects.

20% Support development of and participate in training programs in the environmental area. Conduct or support training to provide staff with information on environmental mandates and regulations at a state and federal level. Support the development of workshops and training tools to provide information to staff. Develop listing of mitigation measures for inclusion in the Standard Agreements. Provide expertise and guidance on State Historic Preservation Office processes and procedures, Section 106 Cultural and Anthropological studies, Coastal Commission coordination, Tahoe Regional Planning Association, and other federal, state, and regional environmental and planning efforts. Work across multiple divisions and in collaboration with various levels of staff to ensure the department meets all environmental regulatory requirements.

% of Time **Marginal Functions:**

5% Performs other job-related duties as assigned.

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Supervisor Signature: _____

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