



HOUSING & COMMUNITY DEVELOPMENT REPRESENTATIVE 2

Exam Code: 0PBEK

Department: Housing & Community Development

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Housing and Community Development 2 – \$5,793.00 - \$7,256.00 per month.

View [the Housing and Community Development 2 classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **3 (three)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

All Levels:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Additionally, State experience applied toward the "non-State experience" pattern must be in a class at a level of responsibility at least equivalent to that of one of the classes specified in the promotional State experience pattern.

Housing and Community Development Representative 2

Either 1

One year of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to Housing and Community Development Representative 1, Range C. (Applicants may compete with six-months' experience at Range C, but they must complete the required 12 months of experience prior to being eligible for appointment.)

Or 2

Experience: Three years of professional experience in one or a combination of the following:

1. In a line or policy development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, low-income housing programs, or market housing development. Qualifying experience in such agencies or firms includes property management, underwriting, homeownership and tenant counseling, economics or statistical research, housing policy analysis, and housing law.
2. In a public or private housing, economic, or community development related organization, with finance, loan officer, or economic development experience in a capacity such as mortgage banker, mortgage loan officer, or economic development packager.
3. Extensive site acquisition and site development experience in a housing development operation in a capacity such as land agent.

4. Loan packaging experience with a governmental housing, economic and/or business finance program(s).
5. As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community or economic development planning, including preparation of housing elements.
6. Packaging home or other development loans, grants or development contracts utilizing private, State and Federal financing as a staff member of a housing/economic development corporation, or other organization fulfilling a similar function generating new construction, housing rehabilitation and/or development projects which benefit low and moderate income people.

(Experience in teaching urban planning or community development or a comparable field may be substituted for up to two years of the required experience on a year-for-year basis.)

And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (A Master's Degree in Rural or Urban Planning, Rural or Urban Land Economics, Architecture, or a related rural or urban studies field may be substituted for up to one year of the required general experience.)

POSITION DESCRIPTION

Housing and Community Development Representative 2

This is the fully experienced journey person level in the series. Under general direction, employees at this level independently perform a wide range of housing, economic, and community development functions which include the more responsible, varied, and technically difficult, developmental, or analytical assignments; review and administer loans, grants or development contracts including responsibility for approval or denial of varied and difficult loans, grants or development contracts for the predevelopment, development, rehabilitation, or construction of housing, economic and community development projects; provide technical assistance; act as liaison; perform program design and problem resolution; manage a loan, grant or development contract portfolio including monitoring responsibility; may assume lead responsibility over lower level professional staff or serve as a team leader.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. General housing and economic development trends.
2. Research techniques.
3. Basic finance principles.
4. General provisions of Federal, State and local laws, regulations and programs relating to housing, economic and community development.
5. Housing resources including Federal, State and local agencies.
6. Interpretation and application of Federal, State and local laws, regulations and programs relating to the functions of the Department of Housing and Community Development, especially those laws, regulations and programs pertaining to the financing and development of low-income housing, community, and economic development, and local planning.
7. General problems and planning principles in the development of low-income housing and jobs, public works, and facilities.
8. Housing construction contract solicitation, and administration.
9. Public planning including real estate law and practices.
10. Principles and practices of property management, Section 8 vouchers, and housing counseling.
11. Principles and practices of impact analysis.
12. Legal procedures and documents involved in real property transactions.
13. Real property law.
14. Methods of describing real property.
15. Methods of determining values of real property.
16. Conventional financing and lending procedures.
17. Institutional loan requirements, methods of financing, holding title and the escrow process to obtain loan commitments to purchase real property.
18. Familiarity with laws governing landlord-tenant relations including unlawful detainer actions.
19. Knowledge of contemporary property management practices and affordable housing criteria.

Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing issues.
2. Identify and evaluate issues related to community and economic development.
3. Analyze data and present ideas and information effectively both orally and in writing.
4. Consult with and advise other governmental staff on a wide variety of housing subjects.
5. Establish and maintain effective working relationships with professional personnel, community groups, and minorities.
6. Work independently or as a lead staff-worker in a group.
7. Evaluate and analyze data.
8. Evaluate and develop procedures and guidelines to ensure compliance with affordable housing criteria.
9. Prepare clear, concise reports.
10. Provide technical assistance and consultation.
11. Establish and maintain cooperative relations with those contacted in the work.
12. Work under tight schedules and deadlines.

DISTINGUISHING CHARACTERISTICS**Special Personal Characteristics****All Levels:**

Willingness to travel throughout the State and work irregular hours.

ADDITIONAL DESIREABLE QUALIFICATIONS**All Levels:**

Most positions require at least occasional travel. Therefore, possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles may be required.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Housing and Community Development Representative 2** classification will be established for:

Department of Housing and Community Development

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower

of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview of the Housing and Community Development Representative 2 Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Note: This examination is being given online and you are able to take the examination at any time on any day of the week. Once you click [Take the online Training and Experience Evaluation for the Housing and Community Development Representative 2 classification.](#) button, your time will begin. There is no way to pause, stop, or reset the timer once you start. A stable internet connection is recommended as no additional time will be provided for internet loss, power loss, or computer/browser issues. At this time, if you are unable to complete the timed examination, it is recommended you do not continue until you are able to do so.

TESTING DEPARTMENTS

Department of Housing and Community Development

CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811

Phone: 1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

California Department of Housing and Community Development
2020 W. El Camino Avenue, Suite 350
Sacramento, CA 95833
(916) 263-6735

California Relay Service: (7-1-1) (TTY and voice)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.