



HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST I

Exam Code: 2PBBA

Department: Housing and Community Development

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Housing and Community Development Specialist I – \$5,913.00 - \$7,402.00 per month

[View the Housing and Community Development Specialist I 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 **three (3)** 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 special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources
CalCareer Service Center
1810 16th Street
Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

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

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

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.

Housing and Community Development Specialist I

Either I

One year of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to a Housing and Community Development Representative II or a Housing and Community Development Finance Advisor.

Or II

Experience: Four years progressively responsible professional experience in one or a combination of the following:

1. In the administration and supervision of one or more phases of housing development and project planning such as site selection, financing, and supervision of on-and off-site construction of all types of housing.
2. In a line or policy development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, community and economic development, or low-income housing programs. Qualifying experience in such agencies or firms includes property management, homeownership and tenant counseling, economic or statistical research, housing policy analysis, and housing law.

3. As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community development planning, including preparation or review of housing elements.

(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 Urban Planning, Urban Land Economics, Architecture, or a related urban studies field may be substituted for up to one year of the required general experience.)

POSITION DESCRIPTION

Housing and Community Development Specialist I

This is a nonsupervisory, technical expert position requiring skills, knowledge, and abilities definably above the journey person level. Specialist I positions are assigned difficult, complex, and sensitive development, policy, or program responsibilities that are of sufficient significance to equal the supervisory responsibilities of the corresponding Housing and Community Development Manager level. Positions are characterized by the following:

1. Incumbents will work independently with primary responsibility as a high level coordinator, advisor, or technical expert for a major, complex housing, community, or economic development program or activity.
2. The position should report to a Housing and Community Development Manager II level or higher and may assist the manager in providing direction on technical aspects of the program for a large, technical or diverse group/program.

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. Purposes, organization and functions of the Department of Housing and Community Development
2. General housing and economic development trends
3. Research techniques
4. Basic finance principles
5. General provisions, interpretation and application of Federal, State and local laws, regulations and programs relating to the development of low-income housing, community and economic development, and local planning
6. General problems and planning principles in the development of low-income housing
7. The creation and retention of jobs for low-income persons
8. Public planning including real estate law and practices
9. Principles and practices of property management and housing counseling
10. Principles and practices of impact analysis
11. Economic development
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. Federal and State laws and regulations pertinent to the financing of low-and moderate-income housing; conventional financing and lending procedures.

Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing community and economic development issues
2. Identify and evaluate issues related to community development
3. Analyze data and present ideas and information effectively both orally and in writing
4. Provide technical assistance and expert consultation in the fields of housing development, housing finance, economic and community development to housing authorities and various other governmental agencies and private organizations
5. Effectively formulate policies and coordinate their implementation
6. Work under tight schedules and deadlines
7. Establish and maintain effective working relationships with professional personnel, community groups, and minorities
8. Work independently
9. Plan, organize, and carry out aspects of a technical housing or community development related project of significant impact, scope, or complexity.

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.

Willingness as a learner to do routine or detailed work in order to learn the practical application of housing principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or well-defined occupational or vocational interests; willingness and ability to accept increasing responsibility.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Housing and Community Development Specialist I** classification will be established for the 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 **twenty-four (24) 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 Specialist I 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

[Take the Housing and Community Development Specialist I examination](#)

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.