

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: State Financial Assistance
Unit: Program Design and Implementation
Position Number: 401-281-4802-901 (PS XXXX)
Classification: Staff Services Manager III - 2-year limited term
Working Title: AB 434 - Branch Chief
Location: Sacramento, Headquarters
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 Assistant Deputy Director of the Program Design and Implementation (PDI) Unit within the Division of State Financial Assistance (DFA), the incumbent oversees and directs staff responsible for high-level policy research, guideline revision, project planning, programmatic delivery and program evaluation duties related to the design and implementation of Assembly Bill 434, Chapter 192, Statutes of 2020 requiring the Department to streamline and consolidate state-funded affordable multifamily rental funding programs. Implementation of AB434 will substantially re-structure HCD's investments in affordable housing development, thereby increasing both the efficiency and impact of State housing programs.

% of Time **Essential Functions:**
30% As the project portfolio manager independently responsible for overseeing the planning, development, and implementation of the implementation of AB 434, including:

- Oversee, assign, monitor and evaluate guideline and policy development for AB 434
- Develop, establish, and maintain project management standards and procedures
- Maintains standing meetings with each project lead to review work products
- Aligns projects to strategic objectives
- Identifies overlapping activities and interdependencies between projects and ensures coordination to reduce duplication of work

- Coordinates the issue escalation and resolution process
- Maintains the master list of projects and gathers and aggregates metrics
- Optimizes resource allocation across projects
- Understand and align disparate interests; facilitate compromises; resolve conflicts
- Leads and facilitates bi-weekly housing package portfolio meetings with Executive Leadership
- Oversee preparation of legislative proposals and bill analysis.

20%

Function as the Division's primary liaison, in coordination with the Director's office and Communications Deputy Director, with state and federal partners, local governments, housing developers, consultants, and other interested parties related to the implementation of AB 434. Manage all associated external stakeholder interactions on a wide range of politically sensitive housing issues with state agency housing partners, Business, Consumer Services and Housing Agency, Governor's Office, and external stakeholders and partners. Oversee task forces, committee meetings, and public hearings. Identify the impact of proposed program services and ensure that the concerns of constituent groups are handled promptly and are courteously and adequately addressed. Represent the Department at stakeholder meetings and public events which include state, federal and local government conferences, and other official engagements before interested agencies, stakeholder groups, and individuals on housing and community and economic development issues and policies related to AB 434.

This includes but is not limited to developing new application scoring tools, a new universal application for multiple funding programs, new guidelines, and revised processes.

20%

Oversee the streamlining of existing programs to provide business process improvements to ensure effectiveness and efficiency in the implementation of AB 434. Meet with program users and other stakeholders, identify needed program changes, and oversee implementation of changes. Monitor industry best practices and other resources to ensure that the Department employs best practices and complements other funding sources. Manage highly sensitive and key stakeholder relationships and modify programmatic requirements to address current industry trends and best practices and develop alternative program delivery models based on feedback from stakeholders, interested parties and end users of program funding.

15%

Oversee senior level research and data staff working on sensitive housing, community, and economic development issues identified by the Director or Agency to make recommendations to the Director. Design and recommend to the Deputy Director monitoring systems to track and assess successes and outcomes

associated with the implementation of AB 434 and prepare reports for public dissemination, including reports to the legislature and Governor's office.

10% Oversee personnel matters and other administrative functions as necessary including conducting regular work planning meetings with subordinate supervisors and staff, providing training and mentoring, completing annual performance appraisals, providing performance feedback preparation of Individual Development Plans. Conduct interviews, evaluate and select candidates to fill identified vacant positions. Approval of travel expenditures, preparation of budget change requests, proposed budget allocations and monitoring of Branch budget.

% of Time Marginal Functions:
5% Responsible for the completion of other projects, assignments, and Division administrative tasks as directed by management.

Special Requirements: (Define all that apply)

Travel: Up to 15% overnight travel throughout the state may be required.

Supervision Exercised: Directly supervises 1-3 positions. These may include specialists, journey level, and support staff.

Conflict of Interest (COI): Form 700 reporting required.

Background Check: None

Live Scan: None

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 of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Administrative Responsibility: The incumbent advises the Assistant Deputy Director and department managers on both specific and general policy decisions affecting policy and program issues.

Personal Contacts: Confers regularly with division management, unit chiefs, program managers and staff, other divisions, other agencies, and the public, and occasionally with department management. Expected to work cooperatively and effectively with managers and staff to accomplish division objectives. The incumbent also has extensive contact with DFA leadership

and all DFA functional areas involved in DFA's Access to Opportunity, Climate Change and Homelessness programs.

Consequence of Error: 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 and state laws. It is the employee's responsibility to ensure timely, complete, and accurate data is maintained in accordance with these policies, procedures, and laws. Failure to perform the duties listed above may result in a loss of funding to the Department, loss of future funding, and repayment of funding as the result of an error.

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 have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____ Date: _____

Employee Signature: _____

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.

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.