

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

Division: Federal Financial Assistance
Unit: Disaster Recovery Programs Specialist
Position Number: 401-254-9037-xxx PS xxx
Classification: Housing and Community Development Specialist II
Working Title: Systems Specialist
Location: HQ
Incumbent:
Effective Date:

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 general direction of the Staff Services Manager III (SSM III) under the Division of Federal Financial Assistance, the Systems Specialist is independently responsible for a range of activities associated with the development (such as design, gathering requirements, testing, etc.), management and maintenance (including quality assurance) of data base systems, applications, portals, websites and other platforms for programs within the division. The division is comprised of federally funded housing, community development, infrastructure, and disaster recovery programs.

% of Time	Essential Functions:
30%	Serve as a Program subject matter expert in grant management data base systems and website design, system requirements evaluations and gathering, and system based quality assurance processes, such as data validation, and workflow management. This includes knowledge of the technical functions of grants management, such as financial tracking, data, reporting, compliance and monitoring of federal and disaster recovery programs' statutes, regulations, rules, and guidelines, as well as departmental and divisional procedures. Develop, maintain and implement policies and processes that will ensure department and grantee compliance with system best practices. Serve as the lead staff in collaborating, consulting, and working with executives, managers, and staff representing federal and local government agencies, national and local leaders, and other stakeholders on systems and website management. Lead and participate in working groups.
30%	Serve as the administrator for multiple federal and disaster recovery data base systems. Provide technical support to troubleshoot issues. Ensure users have

appropriate access. Serve as a liaison between system owners and users as well as the Information Technology Branch. Serve as division representative for new system development, system maintenance and system enhancements.

20% Prepare, revise or review sections of program manuals and training materials that relate to systems or website requirements from program design through grant closeout on an as needed basis. Plan, develop, present and implement quality assurance programs as well as training. Ensure performance requirements are monitored and consistently met. Provide website management and oversight.

15% Provide technical assistance and training on the use of systems to department staff, subgrantees, subrecipients, developers and other entities that received federal funding passed through the department. Address department and subrecipient compliance issues related to system and website requirements as identified through a third-party audit, a department internal audit or a federal agency.

% of Time **Marginal Functions:**
5% Other job-related duties as appropriate.

Special Requirements: (Define all that apply)

Travel: Up to 5% statewide travel may be required.

Supervision Exercised: None

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 (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 advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: The incumbent will serve as the main contact between the assigned Codes and Standards Division activities and a wide variety of internal external stakeholders.

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, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided 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 for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other 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 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.