

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

Division: Legislation
Unit: Legislation
Position Number: 401-115-4800-006 (1530)
Classification: Staff Services Manager I (Spec)
Working Title: Legislative Specialist
HQ 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 Staff Services Manager (SSM) II in the Legislative Division, the Staff Services Manager I (Specialist) is responsible for the analysis of proposed legislation and for the development of proposed amendments to policy or programmatic changes due to housing legislation. The incumbent is responsible for determining the impact of proposed legislative proposals on departmental operations and the statewide housing system. The incumbent will work independently as a subject-matter expert to identify and assess legislative impacts related to affordable housing, permanent housing, and homelessness and make recommendations on legislative positions and appropriate next steps to the Directorate, Business, Consumer Services and Housing Agency (BCSH), Members of the Legislature and their staff (including Committee staff), and the Governor's Office. The incumbent will strategize, design, and execute special projects.

% of Time	Essential Functions:
25%	Strategically and accurately convey departmental legislative and housing policies, practices, and procedures. Independently analyze complex issues and make recommendations on positions on legislation to the Deputy Director for Legislation, Directorate, BCSH, and the Governor's Office. Work independently as a subject-matter expert to identify and assess proposed policy impacts related to affordable housing, permanent housing, and homelessness. Independently provide technical assistance to housing stakeholders including the Department of Finance, legislative staff, other state and local government agencies, and legislative advocates. Analyze situations accurately and adopt an effective course of action; recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Formulate quantitative and qualitative recommendations, make decisions, and represent the Department in a professional manner; communicate effectively; effectively contribute to the

Department's legislative objectives; and have an ability to prepare and present information in a clear and concise fashion.

Advise the Directorate, executive management, and other staff on significant activity regarding departmental proposed legislation and bills assigned to or of interest to the Department. Consult with all sponsors and assigned staff on legislation that might affect the Department. Maintain contact with government officials and private associations interested in legislation affecting the Department. Provide technical assistance to legislative offices and bill sponsors regarding legislation that is being tracked by the Department. Monitor the progress of each assigned bill by consulting with the author's office, bill sponsor, the assigned committee, Assembly and Senate offices, among others; monitor legislative systems and daily files for floor action and scheduled events. Present bill position recommendations to the Directorate, Deputy Director for Legislation, Executive Team, Agency, and Governor's Office. Represent the Department's position on bills to the Department of Finance, legislative committee consultants, the Legislature, lobbyists, and the public through verbal and written means.

20% Independently research and analyze complex legislation to determine the impact of legislation on external parties, departmental operations, departmental strategic goals and mission, and Governor's priorities. Prepare concise and well-written analyses and enrolled bill reports of proposed legislation affecting the Department's housing responsibilities and develop appropriate strategies for securing passage or defeat of the legislation. Identify legislative objectives, draft legislation or amendments, and develop technical assistance proposals to address implementation concerns. Interact with external groups involved in legislation, assist the Deputy Director for Legislation and the Legislative Coordinator with monitoring bill amendments and developments. This also includes tracking the progress of legislation through the committee process and utilizing an electronic legislative tracking system, monitoring committee hearings, conducting research of relevant background information, soliciting input from stakeholders, and identifying areas of conflict with the Department's housing policies. Assimilate and evaluate input from various sources, work with analysts to develop alternative courses of action on complex legislation, independently develop creative solutions to policy problems, and make objective recommendations.

15% Consult departmental staff regarding the fiscal impact of assigned bills and coordinate the preparation and submission of fiscal notes. Coordinate and direct legislative research and development with legal and technical staff to obtain information pertinent to responding to requests for information from legislators, businesses, and stakeholders. Research and prepare responses to requests for information from representatives of the Legislature, interest groups, and other State agencies or the general public on behalf of the Department.

10% Independently strategize, design, and execute special projects. Direct inter and intradepartmental working groups.

- 10% Mentor the Associate Governmental Program Analysts in the Legislative Division. This includes, but is not limited to, mentoring on policy areas, analysis development, stakeholder management, and how to respond to legislative inquiries.
- 5% Track federal housing policy and regulations, draft memos, and advise the Directorate, Deputy Director for Legislation, and Executive Team on changes and proposed changes to federal policy. Review proposed changes for how they would impact the Department and the State of California. Maintain expert knowledge of organization, functions, and processes of the Legislative Branch of California State Government, including committee structure, deadlines for introduction and action on bills, and procedures for selecting bill authors and methods of advocacy; constitutional authorities and responsibilities of the Governor as related to legislation; organization, functions and administrative processes of California State Government.
- 5% Prepare the Deputy Director for Legislation to speak at meetings, or to testify on legislation before the Legislature or legislative committee hearings. Represent the Department at other meetings with stakeholders and various State and federal agencies involving housing issues by collecting information, preparing presentations, and developing talking points, among other tasks. Cover all assigned hearings and floor action on assigned bills and provide hearing summaries and briefings to policy makers and Department staff.
- 5% Prepare and manage the Department's legislative proposals. This includes preparing written proposals for submittal to the Governor's Office, preparing committee statements and memoranda, and working with legislative staff and interest groups to facilitate enactment of the Department's legislation. Vet legislative proposals from outside entities.
- % of Time Marginal Functions:**
- 5% Work in conjunction with the Legislative Coordinator on the internal processing and control of all legislation relating to complex and sensitive housing and community development issues for review. Participate on teams within the Department, attend program and departmental meetings as necessary and perform work-related duties as required. Perform other related duties as assigned.

Mandatory overtime may be required.

Special Requirements: (Define all that apply)

Travel: Up to 5% 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.

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Physical Requirements: The incumbent will have the ability to communicate effectively, analyze complex material, distill this information into easily digestible form, make recommendations, and have the ability to handle changing and short deadlines. The incumbent must exhibit professionalism and self-assurance amid fast-paced and high-pressure conditions. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information. The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display/monitor, or while attending meetings. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have a demonstrated ability to work long hours, work independently, handle stress during the legislative season, and work professionally under tight timelines.

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: None.

Personal Contacts: The incumbent must have the ability to develop and maintain effective working relationships, work cooperatively with others, and to respond to inquiries from Department management and internal and external customers in a timely and effective manner. The incumbent may have frequent contact with the Directorate, Business, Consumer Services and Housing Agency, Members of the Legislature and their staff (including Committee staff), the Governor's Office, Department staff at all levels; other governmental agency representatives; various State, regional, local, and federal agencies; and other external stakeholders. The incumbent must be able to represent the Department with competency and integrity. All contacts are sensitive and/or confidential in nature.

Consequence of Error: Failure to remain informed of existing and proposed legislation and departmental operations could result in poor articulation of the Department's public policy,

degradation for the Department, unfavorable media coverage, and possible reaction from the State Legislature or Governor's Office, affecting departmental credibility.

Failure to prepare accurate and timely analyses, legislative proposals, and associated correspondence would prevent the Department from being adequately represented in the Legislature. This could result in enactment of legislation adversely affecting departmental programs or State housing policy and could jeopardize enactment of Department-sponsored legislation.

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.

Other Information: The incumbent must excel at critical thinking, writing, time management, and interpersonal skills; have an ability to prioritize multiple deadlines and tasks, and to problem solve and proactively overcome obstacles. The incumbent must be able to understand and implement strategies to navigate complex, sensitive issues and must be sensitive to the political and personal objectives of legislators regarding individual biases, constituents, and interest groups. The incumbent must have the ability to work with minimum direction and supervision; to initiate action independently; and to handle multiple assignments simultaneously. The incumbent must have the ability to adapt to changing priorities and to complete tasks or projects with short notice.

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.