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

Division: Division of Housing Policy Development
Unit: Housing Accountability Unit
Position Number: 401-310-8962-014 (PS 1845)
Classification: Housing Community Development Representative II
Working Title: ADU Representative
HQ Location: HCD Headquarters, Sacramento
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 general direction, the Housing Community Development Representative II (HRDR II) independently performs the more responsible, complex, varied and difficult analytical assignments to include providing difficult technical assistance, policy analysis, and research with an emphasis on land use and planning including and Accessory Dwelling Unit Law (ADU). Responsibilities include but are not limited to, data analysis and research, report preparation, stakeholder outreach, and technical assistance activities. The incumbent also provides policy and legislative analyses, advice, and recommendations on housing and community development polices, and actively supports the Department’s mission and policy priorities.

% of Time Essential Functions:
40% Independently, and as a team member, perform a wide range of duties conducting research, data collection, analysis, reports, papers, briefs, summaries, and legislative analysis regarding subjects with an emphasis on land use and planning, including Accessory Dwelling Unit (ADU) Law. Provide policy and legislative analyses, advice, and recommendations on housing and community development polices, and actively support the Department’s mission and policy priorities. Produce professional, well written policy related documents with attention to thoroughness and completeness of work, style, grammar, punctuation, and spelling.

30% Coordinate and provide technical assistance to public and private sector organizations on State ADU Law. Conduct outreach programs and workshops and provide expertise to stakeholders. Reviewing and commenting on stakeholder general correspondence, providing interpretations of State ADU Law and other
relevant projects. Participate in intra- and inter-departmental project teams as needed.

15% Prepare materials related to sensitive policy development. Collect information regarding strategies and efforts pursued by other government organizations. Coordinate with housing-related interest groups and other external partners to provide subject matter expertise as required.

10% Work in a team environment on continuous improvement projects, such as strategic planning initiatives, priority work areas, and policy development review committees, keeping within prescribed parameters. Act as Analyst of the Week when scheduled. Act as team lead for more complex projects related to Division policy initiatives. Support physical and electronic file maintenance, quality control, and data management.

% of Time Marginal Functions:

5% Other related duties as assigned.

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: The position requires a DOJ/FBI Live Scan approval as a condition of employment.

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 interacts with will serve as the main contact between the assigned Housing Policy Development 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 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.

_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.
State of California  
Business, Consumer Services and Housing Agency  
California Department of Housing and Community Development  

DUTY STATEMENT  

Division: Division of Housing Policy Development  
Unit: Housing Accountability Unit  
Position Number: 401-310-9023-014 (PS 1845)  
Classification: Housing Community Development Representative I  
Working Title: ADU Representative  
HQ Location: HCD Headquarters, Sacramento  
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 supervision of the Staff Services Manager I, the Housing and Community Development Representative I (HCDR I) works in a team environment to provide technical assistance, policy analysis and research with an emphasis on land use and planning, including Accessory Dwelling Unit (ADU) Law. Additional responsibilities include preparing policy and legislative analyses, providing advice and recommendations on housing and community development polices, and actively supporting the Department’s mission and policy priorities.  

% of Time Essential Functions:  
40% Perform the less complex and more routine research, data collection, analysis, reports, papers, briefs, summaries, and legislative analysis regarding subjects with an emphasis on land use and planning including Accessory Dwelling Unit (ADU) Law. Produce professional, well written policy related documents with attention to thoroughness and completeness of work, style, grammar, punctuation, and spelling.  

30% Coordinate and provide technical assistance to public and private sector organizations on State ADU Law. Assist in conducting outreach programs and workshops and provide expertise to stakeholders. Assist in reviewing and commenting on stakeholder general correspondence, provide interpretations of State ADU Law and other relevant projects. Participate in intra- and inter-departmental project teams as needed.  

15% Assist in preparing materials related to sensitive policy development. Collect information regarding strategies and efforts pursued by other government
organizations. Coordinate with housing-related interest groups and other external partners to provide subject matter expertise as required.

10% Work in a team environment on continuous improvement projects, such as strategic planning initiatives, priority work areas, and policy development review committees, keeping within prescribed parameters. Act as Analyst of the Week when scheduled. Support physical and electronic file maintenance, quality control, and data management.

% of Time Marginal Functions:
5% Other related duties as assigned.

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: The position requires a DOJ/FBI Live Scan approval as a condition of employment.

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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.

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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.
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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: ____________
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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: ______________________________
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