

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

**Division:** Codes and Standards  
**Unit:** **Housing Regulation Section**  
**Position Number:** 401-801-4800-XXX (PS 1568)  
**Classification:** **Staff Service Manager I (Specialist)**  
**Working Title:** **Legislation Specialist**  
**HQ Location:** Tech Center, 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 general direction of the Staff Services Manager II, the Staff Services Manager I is responsible for the full range of legislation and regulatory activities. The incumbent acts as a contact point between the Codes and Standards Division and other Divisions, Branches, and Programs within the Department for the administrative coordination of projects and related work that is generally more complex or sensitive in nature. The incumbent exercises a high degree of initiative and independent judgment while performing a variety of complex duties for the Housing Regulations Section and supporting excellence in customer service and process improvement duties in the Housing Regulations Section.

<b>% of Time</b>	<b>Essential Functions:</b>
30%	Provide oversight, develop procedures, and provides technical expertise in the development of legislation for the Division's programs. Apply knowledge of state legislative processes, including ability to read and interpret state law to direct staff in the research, analysis, development, and writing of legislation analysis. Responsible for completing, tracking and managing various special projects with varying complexity and duration, such as Budget Change Proposals, performance measure data reports/summaries, presentations, and issue memos, as assigned by any level of leadership within the chain of command.
30%	With training, helps support continued process improvement by applying process improvement tools to unit processes. Reviews, tracks, and analyzes proposed complex legislation and prepares detailed written analyses to submit to executive staff for review. Plans and participates in legislation review meetings, perform research and think critically; prepare clear and concise reports, correspondence, spreadsheets, and other written documents. Drafts and executes bill

implementation plans and assists in the development of policy and procedures for mission critical programs within the Department.

30% Assistant with maintenance, including memos and routing, of rulemaking timelines in compliance with the Administrative Procedures Act and helps to ensure the delivery, review and approval of regulations as dictated by the Office of Administrative Law.

5% Plan, organize, and complete special projects assigned by Division administrators or program managers in support of the Division's overall objectives, which may support with workgroup activities, project management, development of standard operating procedures, policies and procedures, program metrics, or business process improvements.

**% of Time Marginal Functions:**

5% Perform other job-related duties consistent with the Department and Divisions mission, including the completion of mandatory training., Other related duties as assigned.

**Special Requirements:** (Define all that apply)

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

**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 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 from 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.