

# Job Posting: Telework Option- Housing Policy Specialist

## Department of Housing & Community Development

JC-310443 -  
Telework Option- Housing Policy Specialist  
HOUSING AND COMMUNITY DEVELOPMENT  
SPECIALIST I

\$5,913.00 - \$7,402.00 per Month

**Final Filing Date: 6/27/2022**

### Job Description and Duties

**HCD values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. HCD believes the diversity of our employees and their unique ideas inspire innovative solutions to further our mission. Join HCD and help us improve the lives of all Californians.**

**Please Note: A Statement of Qualifications must be submitted along with your application in order to be considered for this position. Please see “special requirements” section for statement of qualifications instructions.**

**Per CCR 249.3, this job control may be used to fill subsequent vacancies.**

**This position is eligible for full-time telework under Government Code 14200 for eligible applicants residing in California.**

Under general direction, the Housing and Community Development Specialist I in Land Use and Local Government Relations is responsible for a variety of activities related to high-level policy, program, regulatory, technical assistance, and accountability and enforcement functions, including planning grants, incentive programs, and compliance with housing element and other key state housing laws. Independently responsible for conducting all related activities, such as housing element reviews and enforcement, research, analysis, and development of program and policy recommendations for consideration by executives. The Specialist I also serve as a conduit between the Division and a wide variety of internal and external stakeholders.

**Pending budget approval.**

You will find additional information about the job in the [Duty Statement](#).

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST I](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

## Position Details

**Job Code #:** JC-310443  
**Position #(s):** 401-310-9035-901  
**Working Title:**  
**Telework Option- Housing Policy Specialist**  
**Classification:**  
 HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST I  
 \$5,913.00 - \$7,402.00

**# of Positions:** Multiple  
**Work Location:** Sacramento County  
**Job Type:** Permanent, Full Time

## Department Information

The mission of the Department of Housing and Community Development (HCD) is to promote safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians. To learn more about HCD, please visit us at our website: <http://www.hcd.ca.gov>.

HCD is headquartered in Natomas just North of Downtown Sacramento in a state of the art 'green' building directly off Interstate 5 (I-5). Featuring free parking and fully equipped pay-per-charge electric vehicle charging stations, HCD is situated close to many dining and shopping choices and is a short drive to Downtown, the State Capitol, the Golden 1 Center and Old Sacramento. HCD is family friendly and situated in close proximity to the Napa Valley, San Francisco, Lake Tahoe, and other desirable destinations.

Department Website:  
<https://www.hcd.ca.gov/>



## Special Requirements

Click on the following link to complete a department recruitment survey: [Recruitment Survey](#).

### **Employment Application (STD.678)**

It is a requirement to submit work experience, dates, and hours worked, contact names and phone numbers of supervisors on the state application. Resumes or other documents cannot substitute a state application. Applicants who fail to submit a completed STD. 678 will not be considered.

### **Statement of Qualifications (SOQ)**

Interested individuals must submit a Statement of Qualifications (SOQ) in addition to the standard state application (form STD 678). Your SOQ will be considered the first interview for this position. If your qualifications are competitive, you will be invited to a formal interview. Resumes, cover letters, or any other documents cannot substitute the SOQ. When completing the SOQ, number your responses, include all relevant experience, education, and training, as applicable, and explain all answers thoroughly. **Your SOQ should not exceed two pages, single-spaced, Arial 12-point font and address the following:**

1. Please describe your experience and/or academic training related to housing and land use law, planning, or policy, and state, federal, or local housing planning and financing programs and requirements. If you have direct experience with housing elements or specific state housing laws, please include it in your response.
2. After reviewing the duty statement and the desirable qualifications listed in the job posting, please describe how your experience makes you a particularly strong candidate for the position. Please include any relevant work experience.

**Please view the California Department of Human Resources (CalHR) YouTube video titled "Basics of Writing a Strong Statement of Qualifications" for instructions on completing an SOQ.**

[Basics of Writing a Strong Statement of Qualifications](#)

### **HCD Disclosure Requirements**

Selected candidates may be subject to rules imposed by a Conflict of Interest Code that apply to HCD employees, which may require filing a Statement of Economic Interest (Form 700).

## **Application Instructions**

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 6/27/2022

### **Who May Apply**

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in

the event no SROA or Surplus candidates apply. Individuals who are eligible for a Training and Development assignment may also be considered for this position(s).

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### **How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### **Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Housing & Community Development  
Attn: HCD Careers | JC 310443  
P.O. Box 952050  
Sacramento, CA 94252-2050

### **Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Department of Housing & Community Development  
HCD Careers | JC 310443  
2020 W. El Camino Ave. (Lobby)  
Sacramento, CA 95833  
08:00 AM - 05:00 PM

### **Required Application Package Documents**

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Statement of Qualifications - Please see Statement of Qualifications section.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Experience with land use planning, housing policy, and/or real estate development in the capacity of an employee of, or consultant to, local governments, nonprofit organizations, or housing developers.
- Experience drafting complex materials such as policy briefs, reports, or technical assistance documents.
- Experience communicating with (written, verbal, and interpersonal) and presenting to a variety of stakeholders.
- Experience with project management and working independently and as part of a team.
- Experience with legislative and regulatory review and analysis.

## Benefits

HCD employees are eligible for a number of benefits. Health benefits and leave programs are available for most permanent, full-time employees and some permanent, part-time employees. Benefit eligibility may depend on length of service and may be subject to collective bargaining agreements, which are contracts negotiated between the State of California and employee organizations that define employees' wages, hours, and conditions of employment.

Some added benefits HCD offers include: Flexible Work Hours, Telework Opportunities, Free Parking, Health, Dental & Vision Benefits, Paid Sick & Vacation, Retirement, Basic Group Term Life Insurance, Employee Assistance Program, 11 Paid Holidays, 401(k) & 457 plans, Military Leave, Student Loan Forgiveness, Long Term Care, Group Legal Services, and Reimbursement Accounts.

For more details about employee benefits, visit the [California Department of Human Resources website](#).

## Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

**Department Website:** <https://www.hcd.ca.gov/>

**Hiring Unit Contact:**

HCD Careers | JC 310443  
(916) 263-6735  
[Careers@hcd.ca.gov](mailto:Careers@hcd.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding

Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

Medical Management Unit (RA Requests)  
(916) 263-6735  
Medical.Management@hcd.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## Additional Information

To become 'list eligible' for consideration, interested candidates must successfully pass a civil service exam.

You may apply and take the exam online at [CalCareers](#).

If you're new to the state application process please visit [3 Steps to a State Job](#).

## Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.