

Job Posting: Telework Option- Senior Housing Policy Specialist

Department of Housing & Community Development

JC-310558 -
Telework Option- Senior Housing Policy Specialist
HOUSING AND COMMUNITY DEVELOPMENT
SPECIALIST II

\$6,496.00 - \$8,131.00 per Month

Final Filing Date: 6/29/2022

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.

Under general direction, the Housing and Community Development Specialist II is responsible for conducting high level research, analysis and development of program and policy recommendations for consideration by executives. Research is conducted on the most critical and sensitive issues that impact housing, which may include implementing and enforcing state housing laws including, but not limited to, Housing Element Law, Accessory Dwelling Unit Laws, the Surplus Land Act, State Preservation Noticing Law, the Housing Accountability Act, the Housing Crisis Act, and Streamlined Ministerial Approval (SB 35). Serve as a conduit between the Division and a wide variety of external stakeholders. Incumbent must possess political sensitivity to exercise judgement on when it is appropriate to engage a sensitive topic.

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

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 II](#)

Additional Documents

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

Position Details

Job Code #: JC-310558
Position #(s): 401-310-9037-XXX
Working Title:
Telework Option- Senior Housing Policy Specialist
Classification:
 HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST II
 \$6,496.00 - \$8,131.00

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. Resume's 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 in the entitlement and permitting phases of local government development review of affordable and/or market rate housing projects – usually either as a municipal planner, consultant, or representative of a housing project applicant.
2. Please describe your experience referencing, analyzing, and interpreting state statutes and/or municipal codes – ideally to determine consistency of a housing project with those statutes or codes.
3. Please describe your direct experience, if any, with housing element preparation or analysis. Considering this duty statement, please describe any special or unique qualifications or attributes you have that would contribute to your ability to serve successfully in this position.
4. Please provide details of your professional strengths and soft skills not included on your application or resume.

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: 6/29/2022

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. 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 310558
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 310558
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. 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.
- 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 in the entitlement and permitting phases of local government development review of affordable and/or market rate housing projects – either as a municipal planner, consultant or representative of a housing project applicant.
- Experience referencing, analyzing, and interpreting state statutes and/or municipal codes, ideally to determine consistency of a housing project with those statutes or codes.
- Experience with housing element preparation or analysis.
- Experience communicating (written, verbal, and inter-personal) and presenting to a variety of stakeholders.
- Ability to work independently and as part of a team. Experience with the areas of California State government or other policy making practices including the legislative process.
- Education or experience in planning, public policy, public administration, or other housing and community development topics, or coursework in policy analysis, statistics, urban planning, or land use.

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 310558

(916) 263-6735

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.