

## CODES AND STANDARDS DISTRICT REPRESENTATIVE I & II (DRI & DRII)



Visit our website at:  
[www.hcd.ca.gov](http://www.hcd.ca.gov)

## HCD MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

## HCD VISION

Recognizing that housing is a basic element of a just and successful society, HCD will provide leadership towards achieving vibrant communities with quality, adequate housing for all Californians.

## HCD GOALS

### GOAL ONE

Provide leadership and promote housing and community development as an ongoing state priority.

### GOAL TWO

Increase the supply of housing, especially affordable housing.

### GOAL THREE

Conserve and improve the State's housing conditions and the health and safety of its residents.

### GOAL FOUR

Ensure a highly skilled workforce and become a destination agency for housing professionals.

### GOAL FIVE

Become a model for customer service

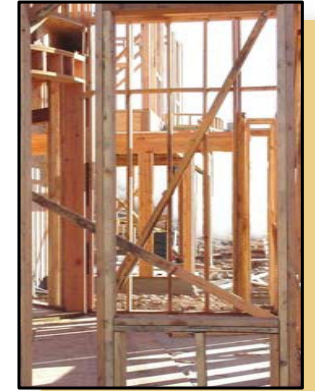
### STATE OF CALIFORNIA

Business, Consumer Services and Housing Agency  
Department of Housing and Community Development  
Division of Codes and Standards  
2020 W El Camino Ave, Suite 250  
P.O. Box 1407  
Sacramento, CA 95812-1407



## CAREER OPPORTUNITY

*BUSINESS, CONSUMER SERVICES, AND  
HOUSING AGENCY*



**California Department of  
Housing and Community  
Development**

**CODES AND STANDARDS  
DISTRICT REPRESENTATIVE I & II  
(DRI & DRII)**

**Salary Range**

**DRI - \$4555 - \$5652**

**DRII - \$5000 - \$6211**

**PLUS**

**Medical/Dental/Vision/Retirement  
and 457/401(k) Plans**

HCD IS AN EQUAL OPPORTUNITY EMPLOYER

Revised July 2014

## THE DEPARTMENT AND PROGRAMS

The Department of Housing and Community Development is a department within the Business, Consumer Services, and Housing Agency. Part of Housing and Community Development is the Division of Codes and Standards which administers seven programs. These programs are administered throughout California. Additional information about these programs is available on the Department's website, [www.hcd.ca.gov](http://www.hcd.ca.gov).

### Occupational Licensing Program

- Enforces State laws and regulations governing the sale or lease of manufactured homes, multi-unit manufactured housing, and/or commercial modulars, including the licensing of manufacturers, distributors, dealers, and salespersons. The program also performs functions on behalf of the Mobilehome Ombudsman related to investigating and resolving consumer complaints pertaining to manufactured housing sales.

### Manufactured Housing Program

- Assists with the development and enforcement of preemptive federal and state laws and regulations establishing minimum design and construction standards for manufactured homes; multi-unit manufactured housing; commercial modulars and special purpose commercial modulars sold, offered for sale, rented, or leased within the State.

### Factory Built Housing Program

- Promotes and monitors preemptive regulations establishing construction standards for factory-built homes and factory-built building components manufactured for sale or use within the State.

### Registration and Titling Program

- Maintains title and registration records and collects fees and taxes on manufactured homes, mobilehomes, commercial modulars, floating homes, and truck campers.

### Mobilehome and Special Occupancy Parks Program

- Promulgates preemptive statewide regulations for the construction, use, maintenance and occupancy of all privately-owned or operated mobilehome and special occupancy (RW) parks in the State, as well as the installation of manufactured homes both in and outside of parks. Directly, or through local governments, inspects and issues permits for park operation and enforces related laws and regulations.

### Employee Housing Program

- Promulgates statewide regulations for the maintenance, use, and occupancy of privately-owned or operated employee housing facilities providing housing for five or more employees to assure their health, safety, and general welfare. Directly, or through local governments, inspects and issues permits for facility operation and initiates investigations of complaints concerning health and safety violations within employee housing facilities.

### State Housing Law Program

- Promulgates regulations to ensure that hotels, motels, apartments, single-family dwellings, and other residential buildings are constructed and maintained in compliance with applicable building codes and other more restrictive provisions of State law, and reviews and proposes building standards for construction and rehabilitation of residential structures.

## THE POSITION

The Department of Housing and Community Development District Representative I (DR I) and District Representative II (DR II) participate in the development and statewide administration of laws, codes and regulations affecting health and safety, construction and maintenance and use of buildings, residential structures, housing, manufactured housing (mobilehomes) and commercial modulars, mobilehome and special occupancy parks, employee housing and occupational licensing and related consumer complaints.

Assignments may include: on-site determinations of code compliance; review of plans and specifications for code compliance; investigation of persons and firms subject to licensing requirements; consultation with local enforcement agencies, members of the public, and housing industry representatives; supervision of inspection and investigation programs; conducting of surveys, seminars, and training; and development of regulations, training, and other related programs administered by the Department.

Typical duties for the District Representative I include:

- Conducting inspections and investigations to obtain compliance with applicable laws, building and maintenance codes and regulations.
- Interpreting and explaining complex and difficult provisions of law, code and regulations to the public as they pertain to regulations and programs administered by the Department.

Typical duties for the District Representative II include:

- Acting as leadperson for District Representatives I and District Representative Apprentices.
- In Field Offices, being assigned the most sensitive and complex inspection and investigative work. Reviewing and approving plans.
- In Headquarters, functioning as a technical expert providing code interpretations, drafting regulations, and providing program support.

Other Responsibilities:

- Investigating of persons and firms subject to requirements enforced by the Division including occupational licensing.
- Consulting with local enforcement agencies, members of the public, and housing industry representatives.

## APPLICATION PROCEDURE

The Department of Housing and Community Development is inviting applications for the District Representative I and II examination. Interested persons should contact the Human Resources Branch at (916) 263-6735 for more information. Employment information is also available by clicking on "Employment Opportunities" at Housing and Community Development's website, [www.hcd.ca.gov](http://www.hcd.ca.gov).



### JOIN OUR HCD TEAM

Call HCD's Human Resources Branch  
(916) 263-6735