



State of California – Business, Consumer Services and Housing Agency

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

EXEMPT ANNOUNCEMENT

OUR MISSION

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

Position Title: Deputy General Counsel, Housing and Community Development

\$10,645 - \$11,861*

Salary:

*Please Note: The actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and under the discretion of the Governor's Office.

Final Filing Date: August 10, 2017

DUTIES AND RESPONSIBILITIES

Under the administrative direction of the General Counsel/Deputy Director, Division of Legal Affairs with the Department of Housing and Community Development (HCD), the Deputy General Counsel (DGC) is responsible for review and advice regarding high level and complex loan and grant program issues, and acts as legal adviser to top management and Executive Staff on a variety of administrative issues, including personnel, codes and standards, legislation, and housing policy. The DGC will act in the absence of the General Counsel. Duties include, but are not limited to the following:

Operations Branch. Oversees and manages all attorneys in new loan and grant originations. The DGC oversees and is responsible for the most complex legal opinions and requests for advice from the Division of Financial Assistance (DFA) in the administration of new loan and grant funding. The DGC assigns and supervises attorneys, including Assistant Chief Counsels (ACC), in all other client requests for legal opinions and advice. The DGC also oversees the training of new attorneys by the ACCs regarding the loan closing process, drafting of loan documents, and review and interpretation of applicable law.

Asset Management & Compliance (AMC) Branch. Oversees and manages the work of the AMC Branch, which provides legal support for HCD's \$2 billion plus loan and grant portfolio. In this capacity, the DGC advises and oversees the work of legal staff on statutes, regulations, and all transactional documents governing loans or grants made by DFA. Additionally, the DGC will review the work of the ACCs in preparing recommendations related to procedures and policies within DFA to comply with applicable law and securitize performance under HCD's loan and grant documents.

Loan Portfolio Litigation. Monitors and responds to increased litigation filed in relation to the loan portfolio. Supervises the Attorney IV and other legal staff in the process to cure loan defaults, record notices of default, commence foreclosure proceedings, and coordinate department interaction with the Office of the Attorney General in all court cases and legal proceedings.

Division of Codes and Standards (C&S). Supervises and oversees program support for the division's seven different program areas, including facilitation and oversight of informal and formal administrative

hearings for all license revocation actions and code enforcement. Additionally, supervises the ACC who provides legal support and guidance to C&S on the most complex statutory issues, as well as overseeing and mitigating contentious legal challenges stemming from building code regulations, both proposed and adopted, that may negatively affect small businesses, union trade organizations, environmental quality, and disabled access groups. The DGC will oversee application and promulgation of additional C&S regulations as proposed.

Legislation Division. The DGC acts as lead attorney for reviewing the most complex legislative issues, meeting and communicating with legislative staff regarding proposed statutory changes, and managing and assigning lawmaking matters and bill analyses. The DGC will be responsible for coordinating all legal assistance for affected divisions.

Housing Policy Development Division (HPD). Supervises attorney staff who research and provide legal advice regarding complex housing policy issues and manage related and important work for HPD. Such work includes loans and grants related to Workforce Housing, and the Housing Related Parks and Catalyst programs, as well as California Environmental Quality Act-related issues (including National Environmental Policy Act issues), and specific housing elements approved for the local level. Must have substantial experience with all of California's other real estate development, natural resource, and planning laws, including the Subdivision Map Act, Subdivided Lands Act, Fee Mitigation Act, Permit-Streamlining Act, State Density Bonus Law, Endangered Species Act, and Williamson Act.

Personnel and Employment Issues/Litigation. Supervises and manages attorney staff regarding employee issues and provides assistance where necessary, as well as recommend courses of action regarding attorney workload for all departmental personnel issues. In this role, the DGC is responsible for client satisfaction in terms of employee discipline and other personnel issues based upon program needs including appealing and appearing before the State Personnel Board (SPB), California Unemployment Insurance Appeals Board (CUIAB), and the Department of Fair Employment and Housing (DFEH). In addition, works with the Human Resources Branch on policy implementation for HCD employee issues. Finally, the DGC will be responsible for reviewing the most complex, politically sensitive workers' compensation claim files, including all offers of settlement.

Regulations and Administration and Management Division (AMD). Provides advice and manages the successful execution of the regulatory approval process. Review analyses of conflict of interest issues for the department, according to existing conflict of interest codes and regulations. The DGC will coordinate the drafting of legal opinions and responses to AMD's requests for advice pertaining to accounting, fiscal management, budget, human resources, and information technology issues, Public Records Act, and Bagley-Keene Act.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform executive level policy functions effectively. Such overall abilities include the following:

- Knowledge of affordable housing, policy and finance issues and community development programs at State, federal and local level.
- Knowledge of the organization and functions of California State Government, including strong working knowledge of SPB, CUIAB, DFEH, DOF, and the State Controller.
- Knowledge and understanding of housing-related administration of new loan and grant funding.
- Ability to analyze and articulate complex housing policies.
- Ability to build coalitions/networking relationships at local/State/federal levels.
- Ability to expedite review, evaluate and provide the most complex legal opinions.

- Ability to adhere to short and critical deadlines.
- Techniques of organizing, motivating and negotiating with groups with competing interests.
- Successful methods of administrative problem solving.

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:

- Ability to exercise leadership, vision and innovation to collaborate and consult with all agencies (Federal, State, local) influencing the legal perimeters associated with housing financing.
- Understanding HCD solutions, strategies and programs at the Federal, State and local levels.
- Extensive experience in effective communication, verbally and in writing, with advocacy and other interest groups and professional organizations, and leading committees, task forces and advisory bodies, including technical assistance and consultation to a broad range of constituencies.
- Strong leadership skills and demonstrated ability to function effectively as a member of a top management team.

HOW TO APPLY

Complete Application Packages (applications and any applicable or required documents) must be submitted electronically through your CalCareer account at www.jobs.ca.gov and the Governor's Appointment Online Application located at https://www.gov.ca.gov/s_appointmentsapplication.php. Select "Housing & Community Dev. Deputy General Counsel" from the drop-down list for item #3 on the online application to be considered for the position listed.

REQUIRED APPLICATION DOCUMENTS

Please submit the following items (applicants who do not submit the required items may not be considered for this job):

1. State Examination/Employment Application (Std. 678). All relevant education and experience that demonstrates how you meet the Knowledge and Abilities described in this announcement should be included.
2. Statement of Qualifications (SOQ). SOQ must be submitted along with the Std. 678. A SOQ is a discussion of how an applicant's education, training, experience, and skills qualify them for the position. The SOQ should be typed and no more than two pages in length with one inch margins, and no smaller than 12-point Arial font.
3. Resume is required and must be included.

GENERAL QUALIFICATIONS

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

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.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device.

California Relay (Telephone) service for the deaf or hearing-impaired: From TDD Phone: 1-800-735-2929. From Voice Phone: 1-800-735-2922