



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: Assistant Deputy Director, Fair Housing

Salary: \$8,529 - \$9,501

Final Filing Date: Until Filled

JC # 97016

DUTIES AND RESPONSIBILITIES

Under general direction of the Deputy Director, Division of Housing Policy Development (HPD), and as a member of HCD's Executive Team, the Assistant Deputy Director (ADD) serves as HCD's subject-matter expert, senior policy adviser, and lead staff person responsible for working with federal, State, local government agencies, academic institutions, and non-governmental agencies to assist in accomplishing the State's mandated requirements to affirmatively further fair housing and significantly improve the State's programmatic outcomes and mandated land-use oversight to reduce racially segregated concentrations of poverty and displacement and improve economic mobility and unequal access to community resources.

ESSENTIAL FUNCTIONS

Acts as primary lead to develop, oversee and implement federally mandated plans, which affirmatively further fair housing and improve impact of State, federal and local programs and policies related to responding to fair housing challenges. Responsibilities also include identifying and recommending changes to funding programs, evaluating land-use patterns, evaluating programs, building the capacity of governmental staff, services and other support and supporting effective local fair housing initiatives (i.e., Assessment for Fair Housing). Monitors region's process for adopting and meeting regional housing needs and cities' and counties' process for siting available housing sites in relation to identified access to opportunity areas as well as actions to approve or deny housing that might be inconsistent with housing element law. Provides oversee implementation of recommendations relevant to fair housing and resiliency of disadvantaged communities as identified in the draft Statewide Housing Assessment and other state policy documents.

Responsible for leadership in policy and other high-level, interagency collaborative efforts to build awareness and understanding of fair housing impacts, facilitate policy and program designs that build resiliency and capacity of lower-income communities to address critical land-use, housing and community development challenges.

Serves as lead staff in collaborating, consulting, and working with executives, managers, and staff

representing federal, State, and local government agencies, national and local leaders, stakeholders and persons knowledgeable about fair housing, community resiliency, economic mobility challenges, gentrification and displacement trends to pursue strategies to provide improved access to opportunity and reduced effects of concentrated poverty and racial segregation. Responsible for communicating regularly with partners, increasing the State's visibility and leadership, preparing briefings, presentations, and reports; and recommending and developing policies, programs, and partnerships to help build awareness and action against continued concentration and displacement.

Improves impact of State, federal and local programs and policies related to responding to fair housing challenges. Reviews and monitors regional housing needs plans and city and county housing elements for consistency with fair housing, access to opportunity mapping for State funding programs and resulting approval or denials of housing that may result in violation of state housing law or fair housing policies. Responsible for identifying and recommending changes to funding programs, evaluating land-use patterns, evaluating programs, building the capacity of governmental staff, services and other support and supporting effective local fair housing initiatives.

Identifies needs within the State and implements promising approaches and evidenced-based practices related to addressing fair housing, displacement, gentrification and economic mobility challenges. Shares his/her high level of expertise via written briefings and presentations vital to the successful implementation of strategies and actions to help address these challenges.

Responsible for applying technical expertise and academic research in analyzing fair housing needs, issues, trends, programs, services, providers, local initiatives, and other related subjects. Assesses and interpret current research and evidence; preparing briefings, presentations, and written reports. Supports HCD staff in analytical efforts to support new and ongoing fair housing efforts.

Leads and/or represents HCD on external committees, task forces and advisory bodies regarding fair housing and community resiliency efforts, and prepares and makes presentations in support of departmental activities and functions, including technical assistance and consultation to a broad range of constituencies. Represents HCD in dealing with controversial issues. Responsible for the completion of other tasks as directed by the Director and HPD's Deputy Director.

KNOWLEDGE AND ABILITIES

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

- Knowledge of Fair Housing Law and ability to provide direction to local cities and counties on the law.
- Knowledge of the organization and functions of California State Government, including strong working knowledge of the organization.
- Knowledge of the principals, practices and trends of fair housing and HCD's mission.
- Ability to expedite review, evaluate and reconcile diverse policies.
- Ability to adhere to short and critical deadlines.
- 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 HCD staff at all HCD levels, impacting HCD's mission.
- Understanding HCD solutions, strategies and policies for State and local levels on fair housing development issues.
- Extensive experience in effective communication, verbally and in writing, including 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 "Assistant Deputy Director, Fair Housing" 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.

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DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

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