



**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, Codes and Standards Division

**Salary:** \$8,942 - \$9,960

**Final Filing Date:** 1/20/18

**JC#:** 95004

## **DUTIES AND RESPONSIBILITIES**

Under the general direction of the Deputy Director of the Codes and Standards Division (CSD) the Assistant Deputy Director (ADD) provides expertise in the development, revisions and enforcement of the State statutes regarding housing standards and related regulatory provisions. The ADD coordinates closely with the building industry representatives to determine the impact of existing and proposed housing regulations. In addition, the incumbent provides advice and functional guidance to the Division's operational managers and to Department management on housing standards issues.

## **ESSENTIAL FUNCTIONS**

Plan, develop, coordinate and implement policies and procedures, which affect housing standards interpretation and application within the CSD. Recommend statewide housing policy for inclusion as regulations in the California Code of Regulations and review necessity for change of existing State policies governing State Housing Law and related earthquake protection.

Represent the Department and Administration in discussions of conventional housing codes and standards before the industry organizations. Analyze the impact of current and proposed State and federal legislation affecting conventional housing codes and standards. Provide recommendations regarding Department positions to the Deputy Director of the Codes and Standards Division. Implement the industry contact component of the Administration's regulatory reform program. Seek advice and counsel of industry organizations regarding the effectiveness of current housing regulations.

Coordinate the development and implementation of a statewide program of education and training related to housing standards and the abatement of substandard housing.

Perform special assignments as requested involving applications of the knowledge of State housing standards.

## **KNOWLEDGE AND ABILITIES**

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

- Knowledge of State 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 housing law 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:

- Understanding HCD solution, strategies and policies for State and local levels on 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.
- Ability to exercise leadership, vision and innovation to collaborate and consult with HCD staff at all HCD levels, impacting HCD's mission.

## **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](http://www.jobs.ca.gov) and the Governor's Appointment Online Application located at [https://www.gov.ca.gov/s\\_appointmentsapplication.php](https://www.gov.ca.gov/s_appointmentsapplication.php). Select "Housing & Community Dev. Deputy Director for Legislation" 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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STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

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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