



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Senior Housing Specialist
- **Classification:** Housing and Community Development Specialist II
- **Salary:** \$6,213.00 - \$7,777.00 per month
- **Final Filing Date:** 04/22/21
- **Work Type/Schedule:** Permanent – Full time
- **Location:** Sacramento County

**Description:** Under general direction of the Asset Management and Compliance Branch Chief, the Housing and Community Development Specialist (HCDS) II, the incumbent will independently be responsible for collection and analysis of data for performance and operational indicators of HCD's housing portfolio. The incumbent will achieve this analysis by conducting high level independent research, collection and analysis of programmatic and housing data, a development of regular reports for consideration by DFA senior managers. Performs a wide range of research, consultative, analytical, and project management activities involved in establishing and reporting program measures and outcomes.

### Desirable Qualifications:

- Excellent written and oral communication skills
- Ability to develop, analyze, and interpret complex research findings
- Experience using research, survey, and analytical methods and techniques
- Ability to articulate information in a clear, concise, and professional manner in a public setting
- Experience presenting technical reports and making recommendations
- Ability to manage and prioritize multiple projects and work well under pressure to meet quick deadlines
- Ability to work independently and in a team environment
- Ability to exercise initiative, flexibility and demonstrate tact
- Experience with public policy analysis and research data analysis
- Experience preparing presentational reports using large data sets.
- Experience with Microsoft Excel, Word and Outlook, and other databases.
- Strong ability to research problems and find solutions

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