



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Federal Programs Specialist
- **Classification:** Housing and Community Development Specialist I
- **Salary:** \$5,656.00 - \$7,080.00 per month
- **Final Filing Date:** 04/22/21
- **Work Type/Schedule:** Permanent – Full time
- **Location:** Sacramento County

### **Description:**

Under the general direction of the Section Chief (Manager II) in the Federal Programs Branch of the Division of Financial Assistance (DFA), the Housing and Community Development Specialist I, is responsible for conducting high-level complex research, collection and analysis of programmatic and housing data and development of program policy recommendations, regulations, and program guidelines for federally funded Home Investment Partnership Program (HOME) and National Housing Trust Fund (NHTF) programs.

The Federal Programs Branch is primarily responsible for the design and implementation of federally funded affordable housing programs including the development of program guidelines detailing the use and requirements of federal funding programs, issuance of Notices of Funding Availability, application review, funding recommendations, fund disbursement and monitoring. Up to 20% overnight travel throughout the state may be required.

### **Desirable Qualification:**

- Highly motivated, team player, with excellent organizational, analytical and communication (written and verbal) skills.

Please click [CalCareers](#) to apply.