



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** Housing Policy Analyst
- **Salary:** \$5,652.00 - \$7,079.00 per month
- **Final Filing Date:** 07/23/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

### Description:

Under general direction, the Housing and Community Development Representative II, is responsible for providing technical assistance, policy, analysis, and research on issues that impact housing, such as homelessness, land use and planning, public health, disaster preparedness and recovery, climate change, transportation, and housing for special needs populations based upon personal assignment. Incumbents work in a team environment and may provide guidance and direction as lead or mentor to other staff members.

### Desirable Qualifications:

- Experience with local, federal, regional, or state governments, housing and community development, planning, housing element law, land use, climate change, and/or racial equity policy
- Experience with public outreach, technical assistance, stakeholder engagement, and/or interagency coordination
- Experience or knowledge in research, data collection, policy development and analysis
- Experience preparing, writing, editing, and/or presenting policy reports or analyses on complex, sensitive and/or controversial topics
- Experience with grant management and monitoring
- Strong communication skills (written, verbal, and inter-personal)
- Strong analytical and organizational skills
- Ability to work under rapidly changing priorities and strong time management
- Ability to work independently and as part of a team
- Knowledge of the challenges related to housing affordability, policy implementation, the legislative process, community development and planning, fair housing, climate change adaptation, transportation, homelessness, real estate development and operations, disability accessibility, tribal affairs, and/or disaster response and recovery
- Skill with Microsoft Office software (Word, Excel, Outlook, PowerPoint).

Please click [HERE](#) to apply.