



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing & Community Development Specialist II
- **Working Title:** Program Specialist
- **Salary:** \$6,496.00- \$8,131.00 per month
- **Final Filing Date:** 08/06/21
- **Work Type/Schedule:** Permanent, Full time
- **Location:** Sacramento County

Description:

Under the general direction of the Climate Change Staff Services Manager III, Branch Chief of the Program Design and Implementation (PDI) Unit of the Division of Financial Assistance (DFA), the incumbent will be independently 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 within one of the policy areas of Climate Change for consideration by Division management and the Department's executive staff.

The PDI Unit is primarily responsible for the design and implementation of state-funded affordable housing programs including the development of program guidelines detailing the use and requirements of state funding programs, issuance of Notices of Funding Availability (NOFA), application review and funding recommendations.

Desirable Qualifications:

- Experience in policy and/or program development, particularly designing and implementing new, fast moving, and/or high visibility programs
- Ability to effectively and regularly present to a broad range of audiences, including executives
- Excellent written and oral communication skills
- Ability to independently conduct research and work on complex assignments, as well as project manage a team
- Ability to effectively formulate and interpret State and federal regulations and policies.
- Proficiency with Microsoft Office.

Please click [HERE](#) to apply.