



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Staff Services Manager I
- **Working Title:** Legislative Specialist
- **Salary:** \$6,403.00.00 - \$7,954.00 per month
- **Final Filing Date:** 09/09/21
- **Work Type/Schedule:** Permanent Fulltime
- **Work Location :** Sacramento County

Job Description:

Under the general direction of the Staff Services Manager (SSM) II in the Legislative Division, the Staff Services Manager I (Specialist) is responsible for the analysis of proposed legislation and for the development of proposed amendments to policy or programmatic changes due to housing legislation. The incumbent is responsible for determining the impact of proposed legislative proposals on departmental operations and the statewide housing system. The incumbent will work independently as a subject-matter expert to identify and assess legislative impacts related to affordable housing, permanent housing, and homelessness and make recommendations on legislative positions and appropriate next steps to the Directorate, Business, Consumer Services and Housing Agency (BCSH), Members of the Legislature and their staff (including Committee staff), and the Governor's Office. The incumbent will strategize, design, and execute special projects.

Desirable Qualifications:

- The incumbent should have expert knowledge of organization, functions, and processes of the Legislative Branch of California State Government, including committee structure, deadlines for introduction and action on bills, and procedures for selecting bill authors and methods of advocacy; constitutional authorities and responsibilities of the Governor as related to legislation; organization, functions and administrative processes of California State Government.
- The incumbent should have experience working in a setting analyzing legislation or advancing a legislative policy priority (i.e. legislative office, policy role in an advocacy organization, etc.).
- The incumbent should have the ability to identify legislative objectives, draft legislation, and analyze legislation of concern to the Department; analyze legislative data on new, amended and enrolled bills; plan and coordinate the work of others during general and special sessions of the Legislature; establish and maintain cooperative working

relationships with those contacted in the course of work; analyze situations accurately and adopt an effective course of action; have the ability to formulate quantitative and qualitative recommendations, make decisions and represent the Department in a professional manner; effectively contribute to the Department's legislative objectives; and have an ability to prepare and present information in a clear and concise fashion.

- The incumbent must be sensitive to the political and personal needs of legislators regarding individual preferences, constituents, and interest groups. The incumbent must be familiar with the political and sensitive housing issues facing the Department, with special knowledge of housing-related matters. The incumbent must be able to independently analyze complex issues and make recommendations regarding recommended positions on legislation.
- The position requires excellent verbal and written communication skills. The incumbent must have the ability to effectively communicate with various levels of management and staff, both in person and through written and verbal communications. The incumbent must have the ability to develop and maintain effective working relationships, work cooperatively with others, and to respond to inquiries from Department management and internal and external customers in a timely and effective manner.
- The incumbent must have strong critical analysis skills and be able to guide ad hoc working groups consisting of staff at all levels through complex, sensitive issues. The incumbent must be able to assimilate and evaluate input from various sources, develop alternative courses of action, and make objective recommendations.
- The incumbent must have the ability to reason logically and creatively; and utilize a variety of analytical techniques to resolve complex legislative issues. The incumbent must have the ability to work with minimum direction and supervision; to initiate action independently; and to handle multiple assignments simultaneously.
- The incumbent must have a demonstrated ability to accomplish tasks past regular work hours; work independently, handle politically sensitive and high stakes situations during the legislative season and work professionally under tight timelines. Mandatory overtime may be required.

Please click [here](#) to apply.