



Department of Housing and Community Development

## DEPARTMENTAL OPEN EXAMINATION

**Housing and Community Development Specialist I –  
6CDAA01**

**Housing and Community Development Specialist II –  
6CDAA02**

The Department of Housing and Community Development (HCD) Mission Statement: Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below may take the examination. **ONCE YOU HAVE TAKEN THE EXAMINATION FOR THE CLASSIFICATION, YOU MAY NOT RETEST DURING THIS TESTING PERIOD.** All applicants must meet the education and/or experience requirements as stated on this examination announcement.

### HOW TO APPLY

**CLICK ON THE LINK IN THE “EXAMINATION LINK” SECTION TO TAKE THE TRAINING AND EXPERIENCE EXAMINATION.**

**DO NOT SUBMIT A STATE APPLICATION FORM (STD 678) TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) OR TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). THE REQUIRED APPLICATION IS CONTAINED IN THE EXAMINATION PROCESS. PRIOR TO STARTING THE EXAMINATION PROCESS IT IS RECOMMENDED TO HAVE YOUR RELEVANT WORK HISTORY READILY ACCESSIBLE.**

### CONTACT INFORMATION

If you have any questions concerning this announcement, please contact the Department of Housing and Community Development, HCD Careers at (916) 263-6735 or [Careers@hcd.ca.gov](mailto:Careers@hcd.ca.gov)

### CROSS FILING INFORMATION

If you meet the entrance requirements for the Housing and Community Development Specialist I and the Housing and Community Development Specialist II, you may take the examination for both classifications at the same time. You must select the class title(s) corresponding to each examination for which you are taking when you complete the examination.

### FINAL FILING DATE

**Testing is considered continuous as dates can be set at any time. The department reserves the right to end the filing for the examination at any time as needs warrant.** You can take the test only once during this testing period. Cut-off dates can be set at any time. All tests taken after the cut-off date will be held until the following cut-off.

**First cut-off Date: December 19, 2016.**

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact HCD Careers at (916) 263-6735 or [Careers@hcd.ca.gov](mailto:Careers@hcd.ca.gov)

### EXAMINATION DATE

Testing is available any time during this testing period. This examination is a Training and Experience Evaluation weighted 100%.

## SALARY RANGE

Housing and Community Development Specialist I - \$5,053 - \$6,325

Housing and Community Development Specialist II - \$5,550 - \$6,947

## ELIGIBLE LIST INFORMATION

Open merged eligible lists will be established for the Department of Housing and Community Development. The names of successful competitors will be merged onto the eligible lists in order of final score regardless of test date. **Eligibility expires two years (24 months) after it is established** unless the needs of the service and conditions of the lists warrant a change in this period.

## THE POSITION

### HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST I

The Housing and Community Development Specialist I leads or supports highly technical programs and program activities; identifies and assesses housing needs; provides technical assistance to local jurisdictions in the development of housing programs or policies; advises on available housing financing resources and property/asset management practices; reviews, analyzes, and drafts proposed legislation and regulations; examines housing issues for policy impact; makes oral presentations, conducts independent research, and prepares written reports and correspondence. A Housing and Community Development Specialist I is a non-supervisory technical expert position requiring skills, knowledge, and abilities definably above the journey person level. Incumbents will work independently with primary responsibility as a high level coordinator, advisor, or technical expert for major, complex housing, community, or economic programs or activities.

### HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST II

The Housing and Community Development Specialist II leads and supports highly technical programs and program activities; identifies and assesses housing needs; provides technical assistance to local jurisdictions in the development of housing programs or policies; advises on available housing financing resources and property/asset management practices; reviews, analyzes, and drafts proposed legislation and regulations; examines housing issues for policy impact; makes oral presentations, conducts independent research, and prepares written reports and correspondence. A Housing and Community Development Specialist II is a nonsupervisory technical expert position requiring skills, knowledge, and abilities definably above the Housing and Community Development Specialist I level. Positions allocated to the class are based on extraordinary project responsibility and program sensitivity and are identified by top management of the Department as requiring the services of the most highly skilled practitioners who serve as prime resource persons and innovators.

Positions currently exist with the Department of Housing and Community Development in Sacramento only.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken. Click on the link below to review the California Department of Human Resources class specifications which contain the requirements for admittance to the exam: [Housing and Community Development Specialist I/II Classification Specification](#).

## MINIMUM QUALIFICATIONS

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Additionally, State experience applied toward the "non-State experience" pattern must be in a class at a level of responsibility at least equivalent to that of one of the classes specified in the promotional State experience pattern.

### Housing and Community Development Specialist I

#### Either I

One year of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to a Housing and Community Development Representative II or a Housing and Community Development Finance Advisor.

#### Or II

**Experience:** Four years progressively responsible professional experience in one or a combination of the following:

1. In the administration and supervision of one or more phases of housing development and project planning such as site selection, financing, and supervision of on-and off-site construction of all types of housing.
2. In a line or policy development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, community and economic development, or low-income housing programs. Qualifying experience in such agencies or firms includes property management, homeownership and tenant counseling, economic or statistical research, housing policy analysis, and housing law.
3. As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community development planning, including preparation or review of housing elements.

(Experience in teaching urban planning or community development or a comparable field may be substituted for up to two years of the required experience on a year-for-year basis.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (A Master's Degree in Urban Planning, Urban Land Economics, Architecture, or a related urban studies field may be substituted for up to one year of the required general experience.)

## **Housing and Community Development Specialist II**

### **Either I**

One year of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to a Housing and Community Development Manager I or a Housing and Community Development Specialist I.

### **Or II**

Two years of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to a Housing and Community Development Representative II or a Housing and Community Development Finance Advisor.

### **Or III**

**Experience:** Five years of progressively responsible professional experience in one or a combination of the following:

1. In the administration and supervision of one or more phases of housing development and project planning such as site selection, financing, and supervision of on-and off-site construction of all types of housing.
2. In a line or policy development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, or low-income housing programs. Qualifying experience in such agencies or firms includes property management, homeownership and tenant counseling, economic or statistical research, housing policy analysis, and housing law.
3. As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community development planning, including preparation or review of housing elements.

(Experience in teaching urban planning or community development or a comparable field may be substituted for up to two years of the required experience on a year-for-year basis.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (A Master's Degree in Urban Planning, Urban Land Economics, Architecture, or a related urban studies field may be substituted for up to one year of the required general experience.)

## **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel throughout the State and work irregular hours.

## **EXAMINATION INFORMATION**

### **TRAINING AND EXPERIENCE EVALUATION-Weighted 100%**

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. [Click here to view the Training and Experience Evaluation.](#)

[Click here to preview the Training and Experience Evaluation.](#) (Link to exam is on following page)

## **SCOPE**

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

### **Housing and Community Development Specialist I Housing and Community Development Specialist II**

#### **A. Knowledge of:**

1. Purposes, organization and functions of the Department of Housing and Community Development.
2. General housing and economic development trends.
3. Research techniques.
4. Basic finance principles.
5. General provisions, interpretation and application of Federal, State and local laws, regulations and programs relating to the development of low-income housing, community and economic development, and local planning.
6. General problems and planning principles in the development of low-income housing, and the creation and retention of jobs for low-income persons.
7. Public planning including real estate law and practices.
8. Principles and practices of property management and housing counseling.
9. Economic development.
10. Federal and State laws and regulations pertinent to the financing of low- and moderate-income housing.
11. Conventional financing and lending procedures.

#### **B. Ability to:**

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing community and economic development issues.
2. Identify and evaluate issues related to community development.
3. Analyze data and present ideas and information effectively both orally and in writing.
4. Provide technical assistance and expert consultation in the fields of housing development, housing finance, economic and community development to housing authorities and various other governmental agencies and private organizations.
5. Effectively formulate policies and coordinate their implementation.
6. Work under tight schedules and deadlines.
7. Establish and maintain effective working relationships with professional personnel, community groups, and minorities.

8. Work independently.
9. Plan, organize, and carry out aspects of a technical housing or community development related project of significant impact, scope, or complexity.

#### EXAMINATION LINK

[CLICK HERE TO TAKE THE ONLINE TRAINING AND EXPERIENCE EXAMINATION FOR HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST I/II](#)

#### CAREER CREDIT INFORMATION

Career Credits will not be added to the final score for this examination, because it does not meet the requirements to qualify for Career Credits.

#### VETERANS' PREFERENCE

Veterans' Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

#### GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The Department of Housing and Community Development reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must contact the testing office at the phone number or email listed above.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay (Telephone) Service for the Deaf or Hearing-impaired:

From TDD phones: 1-800-735-2929 From voice phone: 1-800-735-2922

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY

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