

## **NOTICE TO EXTEND FINAL FILING DATE**

**DEPARTMENT:** DEPARTMENT OF HOUSING AND COMMUNITY  
DEVELOPMENT

**EXAM TITLE:** HOUSING AND COMMUNITY DEVELOPMENT  
MANAGER II/III

**FINAL FILING DATE:** May 15, 2015

**EXAM CODE:** 5CD0101/5CD0102

**EXAM BASE:** DEPARTMENTAL PROMOTIONAL

The bulletin announcing the above examination is amended as follows:

The final filing date has been extended to **June 30, 2015.**

We regret any inconvenience this may cause.

**STATE OF CALIFORNIA**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
SELECTION AND RECRUITMENT**

**P.O. Box 952050  
Sacramento, CA 94252-2050  
(916) 263-6735**

RELEASE DATE: 04/01/15  
REMOVAL DATE: 07/01/15



Department of Housing and Community Development

## DEPARTMENTAL OPEN EXAMINATION

Housing and Community Development Manager II - 5CD01 01

Housing and Community Development Manager III - 5CD01 02

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 State 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 (entrance requirements) as stated on this bulletin may apply and take this examination which is competitive.

### HOW TO APPLY

Standard State Application (STD.678) is located at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed by mail or in person with:

#### Department of Housing and Community Development

##### Attn: Recruitment

##### File by Mail:

P.O. Box 952050  
Sacramento, CA 94252-2050

##### File in Person:

2020 W. El Camino Ave., Suite 350  
Sacramento, CA 95833

***SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).***

### FINAL FILING DATE

**Date May 15, 2015**

The examination will consist of two components; Supplemental Application phase weighted 40% and a Qualification Appraisal Panel (QAP) Interview weighted 60%.

Applications (Form STD. 678) **AND THE RESPONSES TO THE SUPPLEMENTAL QUESTIONS** must be submitted at the same time as a package to the address above. The application package must be **RECEIVED OR POST MARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Application packages postmarked, personally delivered or received via interoffice mail **AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

### CROSS FILING INFORMATION

If you meet the entrance requirement for both the Housing and Community Development Manager II and III, you may file for both examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD.678.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

### EXAMINATION DATE

It is anticipated that Qualification Appraisal Interviews will be held during **June/July 2015**.

The examination will consist of two components; Supplemental Application phase weighted 40% and a Qualification Appraisal (QAP) Interview weighted 60%.

**APPLICANTS MUST SUBMIT THE RESPONSES TO THE SUPPLEMENTAL QUESTIONS AND THE APPLICATION TO THE EXAMINATION (Form STD. 678) AT THE SAME TIME AS A PACKAGE. SUPPLEMENTAL QUESTIONS ARE FOUND IN THE EXAMINATION INFORMATION SECTION.**

### SALARY RANGE

Housing and Community Development Manager II \$5688 - \$7068.

Housing and Community Development Manager III \$6915 - \$7852.

### ELIGIBLE LIST INFORMATION

Departmental open eligible lists will be established for the Department of Housing and Community Development. The lists will be abolished 24 months after they are established unless the needs of the service and conditions of the list warrant a change in this period. Successful candidates will be placed on the eligible list in one rank order.

### THE POSITION

**The Housing and Community Development Manager II** supervises a staff engaged in a wide variety of Housing and Community Development program-related assignments, such as research; assessment of housing needs; preparation or review of planning documents; program planning; monitoring and evaluation; provision of technical assistance to private organizations, project sponsors, or governmental agencies; administration and regulation of various loan and grant funds; policy and legislation development.

A Housing and Community Development Manager II is the second full supervisory level in the Housing and Community Development Manager series. These positions may function as full supervisors over a medium to large technical staff performing a moderately complex activity; over a smaller technical staff performing a more complex activity; a number of smaller, more complex tasks, activities, or programs. Incumbents spend much of their time in supervision and management activities. In complex programs incumbents may be required to be exceptionally qualified subject-matter experts.

**The Housing and Community Development Manager III** is the full management and supervisory level and positions are responsible for managing a major housing program(s), project(s), or function(s). Positions at this level may be characterized by the following criteria:

1. Supervises a fully functioning activity or program operation characterized by multiple supervisors at the Housing and Community Development Manager II level and a large technical staff. or
2. Will typically supervise less staff when responsible for a function(s) of exceptionally high significance, complexity or a significantly larger budget; and in programs with more routine operations, sensitivity, complexity, and a smaller budget, will supervise more staff.

Positions exist within the Department of Housing and Community Development in Sacramento.

### 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: [HCDM Series Class Specifications](#).

### MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. 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 Manager 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 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, non-profit organization, 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. (At least two years of this experience must have been in a supervisory capacity.)
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. (At least two years of this experience must have been in a supervisory capacity.)
4. Packaging home loans in rural areas utilizing private, State and Federal financing as a member of a housing, community, or economic development corporation, or other organization fulfilling a similar function generating new construction and housing rehabilitation for low and moderate income people.

(Experience in teaching rural or urban planning, 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 rural or urban planning, rural or urban land economics, architecture, or a related field may be substituted for up to one year of the required general experience.)

**Housing and Community Development Manager III**

**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 II or a Housing and Community Development Specialist II.

**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 Manager I or a Housing and Community Specialist I.

**Or III**

**Experience:** Broad and extensive (more than five years) professional and management experience in one or a combination of the following:

1. In the administration and supervision of all phases of housing project planning and development such as site selection or site development, financing (including land and contract closings), 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, private firm, or nonprofit organization 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. (At least three years of this experience must have been in a supervisory capacity.)
3. As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in regional and/or community development planning, including preparation or review of housing elements. . (At least three years of this experience must have been in a supervisory capacity.)

(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 rural or urban planning, rural or urban land economics, architecture, or a related rural or 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**

The examination will consist of two components, Supplemental Application phase weighted 40% and a Qualification Appraisal Panel (QAP) Interview weighted 60%. Applicants are required to respond to questions designed to identify job achievements in specific areas that demonstrate the ability to successfully perform at the Housing and Community Development Manager II/III level. Responses to the supplemental questions will be assessed against predetermined job-related rating criteria. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the examination. Candidates who do not pass the supplemental phase will **NOT** be invited to participate in the QAP.

**CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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

## SUPPLEMENTAL QUESTIONS

The supplemental questions serve as a documentation of your ability to present information clearly and concisely in writing, and should be no more than two typewritten pages in length with one-inch standard margins, using 11-point font in Arial or Times New Roman.

**Applications received without the responses to the supplemental questions will be rejected. Resume, letters, and other materials will not be evaluated or considered as responses to the Supplemental Questions.**

### QUESTION 1

This position will have leadership responsibility within a fast-paced politically sensitive environment with external stakeholders/public engagement. Ideal candidates will possess strong leadership, change management, diplomacy, and team building skills:

Please describe your leadership style and provide specific examples of how you have used your management skills in a way that reflects these skills. Please include in your response the methods and techniques you have used to manage and lead teams, how you have incorporated change into the organization, and identify any challenges you have faced and any solutions you have used to minimize the challenges.

### QUESTION 2

Please describe your public speaking experience to formal bodies. Include interaction/involvement when working with high-ranking organizational representatives or executives, State and Federal officials, committees, political representatives, and local government entities. Include examples of your experience both interacting with and presenting before boards, commissions or other bodies of authority, including any challenging situations and how you dealt with them. Describe how you tailor your communication to fit the audience.

### QUESTION 3

How has your leadership style and experiences changed you as you have advanced professionally? Please describe the challenges at each different level of management and why your leadership style has changed. Please also discuss the significance of staff development, what you have done to develop staff, how it has changed as you have advanced, and how you have incorporated that into the evolution of your management/leadership.

## 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 Manager II/III

#### A. Knowledge of:

1. General housing and economic development trends.
2. Research techniques.
3. Basic finance principles.
4. General provisions of Federal, State and local laws, regulations and programs relating to housing, economic and community development; housing resources including Federal, State and local agencies.
5. Interpretation and application of Federal, State and local laws, regulations and programs relating to the functions of the Department of Housing and Community Development, especially those laws, regulations and programs pertaining to the financing and 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 jobs, public works, and facilities.
7. Housing construction contract solicitation, and administration.
8. Public planning including real estate law and practices.
9. Principles and practices of property management, Section 8 vouchers, and housing counseling.
10. Principles and practices of impact analysis.
11. Legal procedures and documents involved in real property transactions.
12. Real property law.
13. Methods of describing real property.
14. Methods of determining values of real property.
15. Conventional financing and lending procedures.
16. Institutional loan requirements, methods of financing, holding title and the escrow process to obtain loan commitments to purchase real property.
17. Familiarity with laws governing landlord-tenant relations including unlawful detainer actions.
18. Knowledge of contemporary property management practices and affordable housing criteria.
19. Principles and practices of personnel management, program management, and supervision.
20. AA/EEO guidelines and State policies and laws.

#### B. Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing issues.
2. Identify and evaluate issues related to community and economic development.
3. Analyze data and present ideas and information effectively both orally and in writing.
4. Consult with and advise other governmental staff on a wide variety of housing subjects.
5. Establish and maintain effective working relationships with professional personnel, community groups, and minorities.

6. Work independently or as a lead staff-worker in a group.
7. Evaluate and analyze data.
8. Evaluate and develop procedures and guidelines to ensure compliance with affordable housing criteria.
9. Prepare clear, concise reports.
10. Provide technical assistance and consultation.
11. Establish and maintain cooperative relations with those contacted in the work.
12. Work under tight schedules and deadlines.
13. Perform a wide variety of research and technical projects.
14. Effectively formulate policies and plan, organize, and coordinate or supervise the implementation of policies and programs.
15. Effectively supervise a staff of professional subordinates.
16. Implement State AA/EEO policies.
17. Provide technical assistance and expert consultation in the fields of housing development, housing finance, and community development to housing authorities and various other governmental agencies and private organizations.

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## CAREER CREDIT INFORMATION

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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.

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## VETERANS' PREFERENCE POINTS

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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.

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## 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 <http://jobs.ca.gov/Job/Veteransinformation>, 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

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

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

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**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**RECRUITMENT SURVEY**  
**HOUSING AND COMMUNITY DEVELOPMENT MANAGER II/III**  
**EXAMINATION**

This questionnaire is designed to monitor departmental outreach efforts. Information collected will be used for statistical purposes only and will not affect your test score in any way. Your participation is voluntary. HCD would like to thank you for participating in this survey, your input is important to the department.

Please tell us how you learned about this examination. *Check all that apply.*

- Internet – California Human Resources Website (CalHR)
- Internet – Department of Housing and Community Development Website (HCD)
- Internet – Professional Association Website
- Currently Work for Department of Housing and Community Development
- Word of Mouth
- Housing California Conference
- Job board/School: \_\_\_\_\_
- State/HCD Employee
- Examination Announcement Received in an Email
- Examination Bulletin Located at: \_\_\_\_\_
- Newspaper or Magazine Advertisement  
Name of Publication: \_\_\_\_\_
- Phone call to Department. of Housing and Community Development
- Other: \_\_\_\_\_

What is your reason for considering HCD as a future employer? *Check all that apply.*

- Salary       Location       Experience       Benefits  
 Career Opportunities       Heard it was a great place to work  
 Other (please specify) \_\_\_\_\_