



The Business, Consumer Services and Housing Agency

Executive Officer, Homeless Coordinating and Financing Council

C.E.A. Classification – Monthly Salary Range \$7,442 - \$10,696



IDEAL CANDIDATE

The ideal Executive Officer possesses extensive knowledge and experience around homelessness policy and advocacy; and, brings a commitment to equity, diversity and inclusion. The ability to effectively collaborate and encourage stakeholder engagement and action is critical to the Executive Officer's success. A true leader with proven management skills is necessary in this role, in order to create workplans and mentor this new team. Experience with government-funded programs either in a non-profit or government setting is sought in addition to a background creating, managing and leading high-performing teams dedicated to a shared purpose, values, engagement and a vision with bold and innovative goals.

THE REGION

The Capital of California, Sacramento is conveniently located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east. With a population of approximately 513,000, Sacramento is the sixth largest city in California.

Located in a leafy valley of scenic rivers and canopies of trees, Sacramento is home to a downtown recently revitalized with the completion of the Golden 1 Center, splendid restaurants and shops, and a vibrant arts scene. Those with an active lifestyle are attracted to plentiful opportunities for hiking, biking, golfing, snow-skiing, water-skiing, house-boating, and other sports and recreation. In addition, the Sacramento region is home to several institutions of higher learning including California State University - Sacramento; University of California at Davis; Sacramento City College; McGeorge School of Law and other community and four-year colleges.

THE DEPARTMENT

The Homeless Coordinating and Financing Council believes that high-performing teams include people from different backgrounds and experiences who can challenge each other's assumptions with fresh perspectives. To that end, the Homeless Coordinating and Financing Council is an equal opportunity employer and actively seeks a diverse pool of applicants, including those from historically marginalized groups and those with professional or personal knowledge of the homeless experience. The team is passionate about the cause, creative and hard-working; the office environment is collaborative and fast-paced.

The Homeless Coordinating and Financing Council is part of the Business, Consumer Services and Housing Agency. The Council was established in statute in 2016 (SB 1380, Chapter 847, Statutes of 2016) in recognition of the homelessness crisis facing California and the need for state agencies and departments to coordinate their programs and funding to be effective in preventing and ending homelessness in the state. The Council has nineteen members representing most of the state departments with housing and homelessness-related programs, as well as representatives from local governments, Continuums of Care, providers, and people with lived experience.

The Deputy Secretary for Homelessness and a small team of dedicated professionals support the work of the Council, including coordinating the implementation of "Housing First" principles and developing a State Strategic Plan for Homelessness. The Deputy Secretary also leads staff in developing and implementing the Homeless Emergency Aid Program (HEAP) and the new Homeless Housing, Assistance and Prevention (HHAP) program. In addition, the California Department of Technology, on behalf of BCSH recently issued a Solicitation to create the Homeless Data Integration System (HDIS). HDIS will be a technology solution that allows the State to access and compile standardized homelessness data collected by individual Continuums of Care in order to make data-driven policy decisions aimed at preventing and ending homelessness in California. HDIS will be administered by the Homeless Coordinating and Finance Council, with direct oversight by the Executive Officer. The team is nimble, creative and responsive in conducting its work.

To learn more, please visit: <https://www.bcsb.ca.gov>.



THE POSITION

This recruitment brochure only presents a summary of the position – to review additional information such as the Duty Statement, please visit the job posting here: <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlld=197007>

Under the direction of the Business, Consumer Services and Housing Deputy Secretary for Homelessness, the Career Executive Assignment, Executive Officer (EO), is responsible for leading the Homeless Coordinating and Financing Council (HCFC) comprised of 19 Governor Appointees as well as managing staff resources in support of Council efforts. Working in conjunction with the HCFC, the EO will: help drive the state vision for ending homelessness by developing a statewide action plan using data available from multiple state agencies, jurisdictions and homelessness experts; oversee the implementation of the state's Housing First mandate and the Homeless Youth Act (SB 918, Ch 841, Stats of 2018); identify resources and benefits for homelessness services; create partnerships and collaborations at the federal, state, local and non-profit level; promote system integration at the federal, state and local levels; and ensure accountability of results in meeting the strategies and goals of the council. The EO will serve as a subject matter expert on homelessness.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

Desirable Qualifications

In addition to the **Minimum Qualifications listed in the Job Posting**, each candidate's relative ability, as demonstrated by quality and breadth of experience, and the following desirable qualifications will provide the basis for competitively evaluating each candidate.

1. Expertise in homelessness policy, data systems and best practices.
2. Experience in developing and implementing processes and policies for a program or organization.
3. Experience creating partnerships across governmental jurisdictions (state, federal and local) to achieve a goal, promote a program or implement a mandate/legislation.
4. Experience developing strategic action plans, setting goals and tracking progress.

COMPENSATION AND BENEFITS

The current salary range for the Executive Officer, Homeless Coordinating and Financing Council is **\$7,442 - \$10,696** per month. BCSH employees are eligible for a number of benefits. Health benefits and leave programs are available for most permanent, full-time employees. Benefit eligibility may depend

on length of service and may be subject to collective bargaining agreements, which are contracts negotiated between the State of California and employee organizations that define employees' wages, hours, and conditions of employment.

For more details about employee benefits, visit the [California Department of Human Resources](https://www.calcareers.ca.gov/CalHrPublic/JobPosting.aspx?JobControllId=197007) website.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position is open until filled with an ongoing application review process. This recruitment brochure only presents a summary of the application process – please completely follow all application instructions contained in the job posting and Job Application Package Checklist found here: <https://www.calcareers.ca.gov/CalHrPublic/JobPosting.aspx?JobControllId=197007>

The Human Resources Contact is available to answer questions regarding the position or application process.

Kathie Raftery
(916) 376-5421

katherine.raftery@dgs.ca.gov

