



The California Department of
Housing & Community Development

Deputy Director, Administration and Management

C.E.A. Classification –

Hiring Range: \$11,505.00 - \$13,063.00 per Month



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 470,000, Sacramento is the 6th largest city in California.

Sacramento offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, moderate housing prices, reasonable cost of living, and competitive salaries.

Sacramento has been called a snapshot of Wild West history in a modern, world-class city. Peacefully located in a leafy valley of scenic rivers and canopies of trees, today's Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, and a vibrant arts scene. Annual events held in California's Capital include the Sacramento Music Festival & Jubilee, California State Fair, California International Marathon, Pacific Rim Streetfest, Juneteenth Celebration, Gold Rush Days, Farm to Fork Celebration, Grape Escape, and New Year's Eve Sky Concert.

The Sacramento region also offers amenities that are attractive to those with an active lifestyle. Hiking, biking, golfing, snow-skiing, water-skiing, house-boating, and other sports and recreational opportunities abound. In addition, educational opportunities are plentiful, with the Sacramento region being home to 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

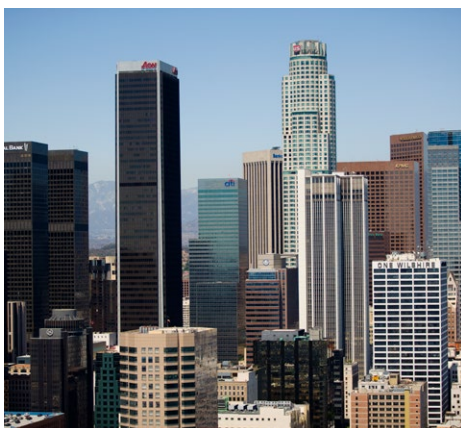
The Mission of the Department of Housing and Community Development (HCD) is to provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians. To learn more about HCD, please visit us at [Department of Housing and Community Development](http://www.hcd.ca.gov).

HCD values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. HCD believes the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of preserving and expanding safe and affordable housing opportunities and promoting strong communities. Join HCD and help us improve the lives of all Californians.

HCD is headquartered in Natomas just North of Downtown Sacramento in a state of the art 'green' building directly off Interstate 5 (I-5). Featuring free parking and fully equipped pay-per-charge electric vehicle charging stations, HCD is situated close to many dining and shopping choices and is a short drive to Downtown, the State Capitol, the Golden 1 Center and Old Sacramento. HCD is family friendly and situated in close proximity to the Napa Valley, San Francisco, Lake Tahoe, and other desirable destinations.

To learn more, please visit: <https://www.hcd.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://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=202384>

Under the general direction of the Chief Deputy Director, the Deputy Director (DD) is responsible for the administrative operations that support the Department's mission. The DD develops, manages, and provides direction and oversight for key administrative services within the Department. The DD ensures the development of strategic goals and objectives for the Administration & Management Division, and develops, recommends, and implements policy related to budgets, bond management, accounting, human resources, business services, facilities, contracts, procurement, and information technology matters, and participates as a member of the HCD Executive Leadership Team.

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.

COMPENSATION AND BENEFITS

The current salary range for the Deputy Director, Administration and Management is **\$11,505.00 - \$13,063.00 per Month**. HCD 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.

Some added benefits HCD offers include:

- Flexible Work Hours
- Telework Opportunities
- Free Parking

For more details about employee benefits, visit the [California Department of Human Resources](#) 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://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=202384>

Please direct any questions to CPS HR Consulting at resumes@cpsshr.us or 916-471-1401.



Statement of Qualifications (SOQ)

In addition to an Examination/Employment Application and resume, a Statement of Qualifications (SOQ) is required. To be considered for the position, candidates must submit a SOQ along with their application documents. The SOQ is a narrative discussion of how your education, training, experience, and skills qualifies you for the position. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing.

SOQ's must be no more than three (3) pages in length, typed using no less than 12-point Arial font and must be free from typographical errors. Each response must include the number of years of experience you have and must include specific examples to support your response. When completing your SOQ, do not provide a single, narrative response. Each Desirable Qualification (DQ) listed in 1 – 5 below must be addressed one at a time (i.e., first provide a complete and independent response to DQ #1, then a complete and independent response to DQ #2, etc.) for consideration. Additionally, each response must be numbered and include the full text of the DQ being answered prior to each individual response, to clearly indicate which DQ you are responding to.

Write your responses carefully. **Evaluation of each candidate will be based on the content of the answers and written communication skills demonstrated in the SOQ. The SOQ will be the only basis for your final score and rank on the eligible list.** Resumes/cover letters do not take the place of the SOQ. Candidates who fail to follow

these requirements or who do not provide responses to the specific DQ's, in the order listed, will be disqualified from the examination and selection process.

The SOQ must address the following Desirable Qualifications, and in the order listed below:

1. Describe in detail, your experience at a management level, where you were responsible for a wide range of Administrative services (Human Resources, Information Technology, Business Services, Procurement, Contracts, Fiscal Management, Accounting, Training, etc.). You must state how many years of managerial experience you possess.
2. Describe your leadership skills and provide examples of your ability to think strategically and function effectively as a member of an executive management team. Provide examples of how you provided effective advice on a wide range of administrative matters. Include your knowledge of current management trends which include customer service and business organization trends.
3. Describe your experience that demonstrates your ability to set goals and expectations, encourage growth and initiative at all levels, and use of sound judgment in managing staff within a multi-disciplinary organization.
4. Describe your experience using effective and proven skills in oral and written communications, along with demonstrated ability to develop cooperative working relationships with all levels within and outside the Department (Agency, Governor's Office, other local, State and Federal Departments/entities).
5. Describe your experience implementing change in a large organization. Describe how you identified and implemented solutions to meet operational challenges through subordinate managers and supervisors. Examples should include strategic and innovative approaches to problem-solving and effective delegation. Also, explain how you communicated and implemented expectations to staff, the strategies and technologies you used to implement the change and measure its success, as well as how you overcame opposition/obstacles.

