



# Housing and Community Development Representative 1 & 2

**Exam Codes: 0PB1701-0PB1702**

**Department:** Housing & Community Development

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Housing and Community Development Representative 1**      \$3,512.00 - \$5,439.00 per month.

**Housing and Community Development Representative 2**      \$5,223.00 - \$6,542.00 per month.

View the [classification specification](#) for the Housing and Community Development Representative 1 & 2 classifications.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the "Taking the Exam" section.

### **Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the "Contact Information" section of this bulletin.

## **SALARY INFORMATION**

### **Housing and Community Development Representative 1**

Range A \$3,512 - \$3,990 per month  
Range B \$3,623 - \$4,318 per month  
Range C \$4,344 - \$5,439 per month

### **Housing and Community Development Representative 2**

\$5,223 - \$6,542 per month.

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Housing and Community Development Representative 1.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or Range C.

Range B. This range shall apply to persons who have either: (1) satisfactorily completed the equivalent of six months of Housing and Community Development Representative 1, Range A; or (2) six months of satisfactory experience obtained outside State service performing technical or professional housing-related duties similar to those of Housing and Community Development Representative 1.

Range C. This range shall apply to persons who have either: (1) graduated from a recognized four-year accredited college or university; or (2) satisfactorily completed 12 months within the class of Housing and Community Development Representative 1, Range B; or (3) completed 18 months of experience outside State service performing technical or professional community development and housing-related duties similar to those of Housing and Community Development Representative 1.

Typical examples of the settings of experience used in meeting the Ranges B and C criteria are: State service; Federal Government such as Housing and Urban Development, Federal Housing Administration, Farmers Home Administration; local city and county housing agencies; and private housing entities which provide work experience comparable to that of a Housing and Community Development Representative 1. Experience in different settings may be combined toward meeting the criteria.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

## **POSITION STATEMENT**

Positions exist only in Sacramento, California.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### **All Levels:**

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 Representative 1**

#### **Either 1**

Education: Equivalent to graduation from college with a major in rural or urban planning, rural or urban affairs, geography, or community development; or equivalent to graduation from college with a major in economics, finance, public administration, real estate, business administration, political science, or government which has included at least six semester (or nine quarter) units in rural or urban administration, rural or urban politics, rural or urban economics, land use planning, rural or urban affairs, or geography. [Registration as a senior in a recognized institution will admit applicants to the examination, but evidence of graduation (or its equivalent) must be furnished before they can be considered eligible for appointment.] [Full-time technical or professional work experience in a housing-related field may be substituted for the required education on a year-for-year basis by applicants who have at least 12 semester (or 18 quarter) units of college work in areas which would lead to the above-indicated majors.]

#### **Or 2**

Three months of experience in the California State Department of Housing and Community Development performing the duties of a Graduate Student Assistant, Range A.

#### **Or 3**

Six months of experience in the California State Department of Housing and Community Development performing the duties of a Management Services Technician, Range B.

**Or 4**

Experience: One year of experience in the California State Department of Housing and Community Development performing the duties of a class comparable to Office Technician. **And**

Education: Twelve semester or eighteen quarter units of college courses in rural or urban planning, rural or urban affairs, geography, public administration, business administration, economics, finance, or political science.

**Housing and Community Development Representative 2****Either 1**

One year of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to Housing and Community Development Representative 1, Range C. (Applicants may compete with six-months' experience at Range C, but they must complete the required 12 months of experience prior to being eligible for appointment.)

**Or 2**

Experience: Three years of professional experience in one or a combination of the following:

1. In a line or policy development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, low-income housing programs, or market housing development. Qualifying experience in such agencies or firms includes property management, underwriting, homeownership and tenant counseling, economics or statistical research, housing policy analysis, and housing law.
2. In a public or private housing, economic, or community development related organization, with finance, loan officer, or economic development experience in a capacity such as mortgage banker, mortgage loan officer, or economic development packager.
3. Extensive site acquisition and site development experience in a housing development operation in a capacity such as land agent.
4. Loan packaging experience with a governmental housing, economic and/or business finance program(s).
5. As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community or economic development planning, including preparation of housing elements.
6. Packaging home or other development loans, grants or development contracts utilizing private, State and Federal financing as a staff member of a housing/economic development corporation, or other organization fulfilling a

similar function generating new construction, housing rehabilitation and/or development projects which benefit low and moderate income people.

(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.)

## **POSITION DESCRIPTION**

### **Housing and Community Development Representative 1**

The class of Housing and Community Development Representative 1 is a recruiting and developmental class for persons qualified to perform technical work in one or more aspects of a broad range of housing, economic, or community development areas. The class serves as entry for advancement in the Department of Housing and Community Development. Incumbents are assigned duties and responsibilities commensurate with their background, training, and abilities.

Positions are permanently allocated to this class when the major portion of the assigned duties do not include the more responsible, varied, difficult, and complex tasks found at the journeyman level.

### **Housing and Community Development Representative 2**

This is the fully experienced journeyman level in the series. Under general direction, employees at this level independently perform a wide range of housing, economic, and community development functions which include the more responsible, varied, and technically difficult, developmental, or analytical assignments; review and administer loans, grants or development contracts including responsibility for approval or denial of varied and difficult loans, grants or development contracts for the predevelopment, development, rehabilitation, or construction of housing, economic and community development projects; provide technical assistance; act as liaison; perform program design and problem resolution; manage a loan, grant or development contract portfolio including monitoring responsibility; may assume lead responsibility over lower level professional staff or serve as a team leader.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation – Weighted 100% of the final score.**

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. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

Ability to:

1. Reason logically and creatively and utilize a variety of analytical techniques to resolve issues.
2. Exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
3. Extract specific, relevant data and information from a larger body of material.
4. Read and comprehend various technical documents such as policies, procedures, regulations, technical reports, and contracts.
5. Reconcile discrepancies in data and information pertaining to program/project activities from multiple sources.
6. Apply information gathered through research and/or training to current assignments or projects.
7. Use tact and diplomacy when dealing with the needs, problems, and/or concerns of diverse populations.
8. Identify information, materials, and resources needed to complete a project or assignment.
9. Identify, analyze, and evaluate situations or problems to determine and implement appropriate courses of action.
10. Establish project timelines to complete projects and assignments within desired timeframes.

### **Additional abilities for the HCD Representative 2 level**

Ability to:

1. Resolve conflicts with internal and external parties in a professional manner.
2. Analyze, interpret, and apply federal, State, and local laws, regulations and programs to determine changes and possible outcomes.
3. Reason logically to resolve complex housing, financial, or planning issues.

4. Develop and evaluate procedures and guidelines to ensure compliance with contract or program criteria.
5. Analyze, evaluate, and articulate the impact and effectiveness of programs, policies, and/or procedures.
6. Resolve problems by researching issues, developing action plans, and implementing them to reach a positive outcome.
7. Provide assistance and consultation to various groups and stakeholders regarding program/project information.

## **ELIGIBLE LIST INFORMATION**

Separate departmental, open eligible lists for the **Housing and Community Development Representative 1** and **Housing and Community Development Representative 2** classifications will be established by the California Department of Human Resources for use by:

### **Department of Housing and Community Development**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

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

## **DISTINGUISHING CHARACTERISTICS**

### **Special Personal Characteristics**

#### **All Levels:**

Willingness to travel throughout the State and work irregular hours.

## **ADDITIONAL DESIREABLE QUALIFICATIONS**

#### **All Levels:**

Most positions require at least occasional travel. Therefore, possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles may be required.

### **Housing and Community Development Representative 1:**

Willingness as a learner to do routine or detailed work in order to learn the practical application of housing principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or well-defined occupational or vocational interests; willingness and ability to accept increasing responsibility.

## **EXAMINATION INFORMATION**

### [Preview Training and Experience Evaluation](#)

## **PREPARING FOR THE EXAMINATION**

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names.

**Education:** School names, degrees earned, dates attended, courses taken.

**Training:** Class titles, certifications received.

## **TAKING THE EXAMINATION**

Take the online [Training and Experience Evaluation](#) for the **Housing and Community Development Representative 1 & 2** classifications.

## **TESTING DEPARTMENT**

Department of Housing and Community Development

## **CONTACT INFORMATION**

Questions regarding this bulletin/examination should be directed to:

California Department of Housing and Community Development  
2020 W. El Camino Avenue, Suite 350  
Sacramento, CA 95833  
(916) 263-6735

California Relay Service: (7-1-1) (TTY and voice)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.



## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## **DRUG-FREE STATEMENT**

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.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, 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) servicewide promotional, 5) departmental open, 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.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.