

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

**A. GENERAL INFORMATION**

1. Date

May 28, 2026

2. Department

California Housing and Homelessness Agency (CHHA)

3. Organizational Placement (Division/Branch/Office Name)

Housing

4. CEA Position Title

Assistant Deputy Secretary of Housing

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

Under the general direction of the Deputy Secretary of Housing and Consumer Relations within the California Housing and Homelessness Agency (CHHA or Agency), the incumbent serves as the Assistant Deputy Secretary of Housing with delegated executive authority over assigned areas of the Agency's housing policy portfolio. The incumbent works in close partnership with the Agency Secretary and Deputy Secretaries across Housing, Housing Finance, Homelessness, and Civil Rights to advance a coordinated statewide policy framework addressing housing affordability, homelessness, and equity. The Assistant Deputy Secretary exercises broad policy-making authority and is accountable for the development, direction, and implementation of complex, high-impact housing policies, programs, and system-level strategies. This includes responsibility for shaping statewide housing finance frameworks, aligning cross-departmental priorities, and ensuring integration with related policy domains including climate, health, transportation, and consumer protection. The incumbent independently leads assigned portions of the Agency policy portfolio, providing executive-level direction to departments and advising on sensitive and high-risk issues with significant fiscal, operational, and political implications. The position is responsible for advancing statewide housing system design, overseeing policy implementation, and ensuring alignment with Administration priorities and statutory mandates.

6. Reports to: (Class Title/Level)

Exempt Appointee/Deputy Secretary of Housing

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain): This position serves as a member of the agency's Executive Management Team and works regularly with the agency Secretary, Undersecretary and Deputy Secretaries.

8. Organizational Level (Select one)

- 1st  2nd  3rd  4th  5th (mega departments only - 17,001+ allocated positions)

**B. SUMMARY OF REQUEST**

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Assistant Deputy Secretary of Housing serves as a principal policy leader for the Agency's housing portfolio and exercises delegated authority to develop, direct, and implement statewide housing policy. The incumbent is responsible for leading the design, evaluation, and continuous improvement of California's housing finance system and affordable housing strategies, including both State- and Federally-funded programs. The position independently manages complex, cross-cutting initiatives involving multiple departments and external partners, and is accountable for aligning policy, funding, and program implementation to achieve statewide housing and homelessness goals. The incumbent advises executive leadership on highly sensitive and complex issues, including fiscal trade-offs, program design, and risk mitigation strategies, and represents the Agency in intergovernmental and stakeholder engagements.

**B. SUMMARY OF REQUEST (continued)**

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The housing portfolio is central to the mission of CHHA, which is responsible for advancing an equitable and inclusive California through consumer protection, civil rights enforcement, and the preservation and expansion of safe, affordable housing. Housing is a foundational determinant of health, economic stability, and community well-being, and is directly tied to the State's broader goals to reduce homelessness, increase housing supply, and promote equity across all regions. The Agency's housing function plays a critical role in designing, aligning, and overseeing statewide housing finance and programmatic strategies that enable the delivery of affordable housing and support vulnerable populations. This includes coordination across multiple departments and funding streams, as well as integration with related policy areas such as health, climate, and transportation. Given the scale and urgency of California's housing and homelessness challenges, the effectiveness of the housing portfolio is essential to achieving Administration priorities and statutory mandates. Failure to effectively lead and coordinate this work would significantly impede the State's ability to meet housing production goals, address homelessness, and ensure equitable access to safe and stable housing for Californians.

**B. SUMMARY OF REQUEST (continued)**

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The scope, complexity, and visibility of the Agency’s housing portfolio have significantly expanded due to increased legislative mandates and Administration priorities related to housing affordability, homelessness, and cross-sector system integration. The current structure—comprised of a Deputy Secretary and a single SSM I Specialist—is no longer sufficient to support the scale of policy development, interagency coordination, and program oversight required. The portfolio now includes large-scale, high-risk initiatives involving housing finance reform, integration with health and transportation systems, accountability and compliance frameworks, and alignment of State, Federal, and local funding streams. These efforts require executive-level leadership with delegated authority to independently develop policy, direct cross-departmental implementation, and advise on issues with significant fiscal, political, and statewide impact. Reclassifying this position to a CEA A is necessary to establish appropriate executive capacity to manage this expanded workload, ensure timely and effective policy implementation, and support the State’s ability to meet critical housing and homelessness goals.

## C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The Assistant Deputy Secretary of Housing serves as a principal policy maker with delegated authority over key areas of the Agency's housing portfolio. The position is responsible for developing, directing, and implementing policies with significant statewide impact, including but not limited to the following:

### 1. Housing Finance Program Design and Integration

The CEA leads policy development for the design and redesign of State- and Federally-funded affordable housing programs, including aligning funding structures across departments and funding sources. This includes evaluating program requirements, eligibility criteria, and financing models to improve efficiency and outcomes.  
Statewide Impact:

Directly influences the deployment and effectiveness of billions of dollars in housing funding, affecting housing production, preservation, and affordability across all regions of California.

### 2. Statewide Housing Policy Alignment and System Integration

The CEA establishes policy direction to align housing initiatives across departments and integrate housing policy with related sectors such as health, climate, transportation, and consumer protection.  
Statewide Impact:

Improves coordination across programs and agencies, reduces duplication, and ensures that housing investments support broader statewide goals, including reducing homelessness and advancing health and environmental outcomes.

### 3. Housing Accountability and Performance Frameworks

The CEA develops and implements policies related to accountability, performance measurement, and compliance across housing programs and departments. This includes establishing metrics, monitoring frameworks, and corrective action strategies.  
Statewide Impact:

Ensures transparency and accountability in the use of public funds, strengthens program effectiveness, and supports the State's ability to meet statutory housing goals and legislative mandates.

### 4. Cross-Jurisdictional Housing Strategy and Intergovernmental Coordination

The CEA leads policy coordination with Federal, State, Tribal, and local governments to align housing goals, funding, and program implementation strategies. This includes addressing policy barriers and improving coordination across jurisdictions.  
Statewide Impact:

Enhances the State's ability to leverage external funding, streamline program delivery, and ensure consistent policy implementation across regions, ultimately increasing housing production and access.

### 5. Legislative and Regulatory Housing Policy Development

The CEA advises on and shapes legislative proposals, budget initiatives, and regulatory frameworks affecting housing and homelessness programs. This includes analyzing policy trade-offs, fiscal implications, and implementation feasibility.  
Statewide Impact:

Influences the development of laws and regulations that govern housing programs statewide, with long-term impacts on housing supply, affordability, and equity.

**C. ROLE IN POLICY INFLUENCE (continued)**

13. What is the CEA position's scope and nature of decision-making authority?

The Assistant Deputy Secretary of Housing exercises broad, delegated policy-making authority over assigned areas of the Agency's housing portfolio, with statewide impact across programs, funding structures, and regulatory frameworks. The position has authority to develop and direct policy related to housing finance, program design, accountability systems, and cross-sector integration affecting multiple departments and statewide stakeholders. The incumbent independently makes recommendations and decisions that influence statewide housing strategy, including the alignment of State and Federal funding, program implementation approaches, and performance accountability measures. Decisions made by this position carry significant fiscal, operational, and political implications and directly impact the State's ability to meet housing production, preservation, and homelessness reduction goals.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The Assistant Deputy Secretary of Housing is responsible for both developing new policy and interpreting and implementing existing statutory and regulatory frameworks. The position leads the development of new policies to address emerging housing challenges, including designing innovative program structures, identifying opportunities to integrate funding streams, and advancing cross-sector strategies that connect housing with health, climate, and transportation systems. This includes shaping proposals that may inform future legislation, budget change proposals, and statewide initiatives. In addition, the position is responsible for interpreting and operationalizing existing laws and programs to ensure effective implementation across departments. This includes translating statutory requirements into actionable program guidance, aligning departmental policies with statewide priorities, and ensuring consistency in application across programs and jurisdictions. Through this dual role, the incumbent ensures that both new and existing policies are implemented in a coordinated, effective, and outcomes-driven manner.