

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

2025-04-03

2. Department

Housing and Community Development

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

Housing Policy Development Division

4. CEA Position Title

Assistant Deputy Director, Fair Housing

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

Manages a significant team and serves as HCD's subject matter expert, senior policy advisor, and lead staff person responsible for Tribal Affairs and accomplishing the State's mandated requirements to affirmatively further fair housing. Improves the State's programmatic outcomes and mandated land-use oversight to reduce racially segregated concentrations of poverty and displacement, improve economic mobility, and address unequal access to community resources. Oversees the Regional Housing Needs Assessment/Allocation process, a critical tool to further fair housing, and collaborates with the government and academic partners in mapping initiatives that support implementation of affirmatively furthering fair housing. Act as the department's Tribal Liaison, overseeing the California Indian Assistance Program team, and leading efforts to improve government-to-government relations with tribes.

6. Reports to: (Class Title/Level)

Deputy Director/Governor's Appointee

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): Works closely with the Director and executive management team on issues related to Tribal Affairs and the State's mandated requirements to affirmatively further fair housing.

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.

This proposed CEA position (Assistant Deputy Director [ADD], Fair Housing and Tribal Affairs) will oversee a significant unit within the Division of Housing Policy Development (HPD).

Key duties and responsibilities include:

**Affirmatively Furthering Fair Housing (AFFH):** Develop and implement statewide strategies to comply with federal and state AFFH mandates. Identify funding, regulatory, and policy changes needed to reduce racial segregation, address displacement risks, and expand access to economic opportunity.

**Tribal Affairs and Government-to-Government Relations:** Serve as the Department's Tribal Liaison, strengthening collaboration and consultation with California tribal governments. Oversee efforts to remove barriers for tribes within Department programs and promote cultural competency across the Department.

**Policy Leadership & Coordination:** Provide high-level guidance to department executives, managers, and staff on fair housing and tribal issues. Advise the Deputy Director, Director, and executive team on strategies to enhance housing access and equity statewide. Oversee integration of fair housing objectives into the Regional Housing Needs Allocation (RHNA) process and local Housing Element reviews.

**Research & Capacity-Building:** Conduct research on community resiliency, economic mobility, and displacement trends, working closely with local, state, and federal partners. Develop training, technical guidance, and onboarding materials to ensure departmental staff understand and implement fair housing requirements.

**Stakeholder Engagement & Outreach:** Represent HCD on committees, task forces, and advisory bodies pertaining to fair housing, community resiliency, and tribal affairs. Coordinate with local governments, advocacy organizations, and tribal communities to monitor policy outcomes and craft improvements.

These responsibilities carry a statewide impact, influencing a broad array of housing policies, funding decisions, and stakeholder partnerships that shape equitable community development in California.

**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: Fair housing and strong tribal relations are central to HCD's mission of promoting safe, affordable homes and vibrant, inclusive communities for all Californians. By ensuring the Department meets obligations to affirmatively further fair housing and by strengthening government-to-government relations with tribal nations, this program directly supports HCD's primary goals of ending housing discrimination, reducing segregation, addressing inequities, and enabling local governments and tribal communities to provide essential housing opportunities. Without this dedicated leadership, the Department's ability to meet critical statutory mandates and serve all Californians equitably would be severely diminished.

**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 duties of the proposed CEA were previously performed by a Governor's appointee. The appointee has vacated the position and the exempt entitlement is being transferred and utilized for a new purpose at the agency level. This new CEA position is replacing the previous exempt position's role.

### 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.

1. Affirmatively Furthering Fair Housing (AFFH) Implementation: Lead development of statewide AFFH policy frameworks, guiding how local governments and regional entities identify and rectify patterns of segregation. This includes administering research contracts that support the Opportunity Maps, and other AFFH.

Statewide impact: Ensures that billions in housing funds and local planning decisions address historic inequities and actively promote more inclusive communities per state law.

2. Tribal Engagement and Government-to-Government Consultation: Establish formal consultation protocols and capacity-building initiatives to integrate tribal governments into HCD's housing programs. Administers the California Indian Assistance Program team and other statutory requirements related to HCD-Tribal coordination.

Statewide impact: Strengthens tribal sovereignty and ensures equitable access to housing resources for tribal communities across California.

3. Regional Housing Needs Allocation (RHNA) Oversight with a Fair Housing Lens: Oversee the integration of fair housing metrics into the RHNA process, ensuring that local jurisdictions distribute housing need in a way that expands opportunity and reduces racial disparities.

Statewide impact: Affects every region, every city and county's planning for current and future housing needs, shaping the long-term patterns of housing development.

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

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

The Assistant Deputy Director, Fair Housing and Tribal Affairs, will have broad authority to set program direction, draft policy guidance, and recommend changes to funding criteria related to fair housing and tribal matters.

The position will report directly to the Deputy Director and work closely with the Director and executive management team. The position advises on complex issues with statewide impact. Decisions made by the Assistant Deputy Director, Fair Housing and Tribal Affairs will inform legislative proposals, shape local compliance, influence interagency strategies, and determine how state and federal funds are leveraged for maximum fair housing impact.

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

**Develop and Implement New Policy:** Propose legislative and regulatory changes that strengthen fair housing obligations, improve tribal consultation, and facilitate cross-agency coordination on equity issues.

**Interpret and Implement Existing Policy:** Establish statewide guidance for local jurisdictions on AFFH compliance and tribal engagement, integrate fair housing objectives into HCD's established programs, and oversee adaptation of programs to new legal mandates and executive directives.