

**DUTY STATEMENT
ASSISTANT DEPUTY DIRECTOR, C.E.A A**

OUR VISION			
All Californians living in homes they can afford			
OUR MISSION			
Investing in diverse communities with financing programs that help more Californians have a place to call home			
EMPLOYEE INFORMATION			
Employee Name		Effective Date	
Classification C.E.A. A, Assistant Deputy Director		Position Number 693-001-7500-901	
Division/Section/Unit Multifamily Programs Division/Asset Management		Location Sacramento, CA	
CBID M01	Work Week Group E	Tenure Permanent	Time Base Full-Time
Immediate Supervisor		Supervisor Classification Deputy Director Multifamily	
POSITION DESIGNATED CONFLICT OF INTEREST			
This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of the appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.			
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS			
This position requires the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position’s specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency’s policies and procedures regarding attendance, leave, and conduct. Must maintain regular and acceptable attendance at such level as is determined at the Agency’s sole discretion. Must be regularly available and willing to work the hours the Agency determines are necessary or desirable to meet its business needs.			
2 CCR § 172 – General Qualifications, states in pertinent part:			
The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness, and ability to assume responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.			
DIVISION DESCRIPTION			
The Multifamily Programs Division is responsible for the financing and ongoing management of the California Housing Finance Agency’s (CalHFA) Multifamily lending portfolio and subsidy programs. Multifamily Programs Division provides loans that facilitate the development, rehabilitation, and preservation of affordable housing projects by partnering with localities as well as for-profit and nonprofit developers. The Multifamily Programs Division also leverages or increases the purchasing power of, other funding sources, including funds from other state agencies, allocations from the California Debt Limit Allocation Committee (CDLAC), and the California Tax Credit Allocation Committee (CTCAC).			
POSITION DESCRIPTION			
Under the administrative direction of the Deputy Director, the Assistant Deputy Director plans, organizes, directs, and manages the activities of the Asset Management Unit and has significant influence in program development and policy decisions.			
The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties, commensurate with this classification, as assigned, including work in other functional areas to cover during absences,			

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to equalize peak work periods or to otherwise balance the workload. The duties and responsibilities include, but are not limited to the following:	
PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS
40%	<p><u>Leadership and Portfolio Management</u></p> <p>Oversees the functions and highly complex financial structures of the CalHFA portfolio of Multifamily Affordable Housing Project loans throughout the State of California. Makes recommendations on policy and on the development, implementation, and maintenance of Asset Management policies, procedures, and workflows to ensure compliance with all CalHFA's obligations under bond documents, regulatory agreements, loan documents, and conditions as required by federal and state tax law. This includes loans subject to the HUD Risk Share Program, and the U.S. Department of Treasury Federal Financing Bank (FFB) Program. Leads efforts to assess existing policies and procedures for efficiency. Proposes the creation of new and modified policies and procedures to effectively implement improved efficiencies related to the work of Asset Management. Maintains Asset Management Guidelines to ensure consistency with industry standards, and Agency goals. Provides input on necessary modifications and improvements to the Underwriting Standards and Reference Manual and the Multifamily Procedure Manual as necessary. Provides expertise on policies and procedures associated with the Risk Rating and Annual Review processes related to the ongoing CalHFA portfolio of permanent first-lien loans.</p>
40%	<p><u>Supervision and Guidance</u></p> <p>Manages the day-to-day duties of Asset Management staff which includes evaluating, preparing, and conducting performance appraisals to ensure staff development and/or disciplinary action as needed. Provides and recommends training opportunities to increase and enhance professional abilities. Participates in recruiting, interviewing, and hiring. Approves timesheets and time off requests. Provides oversight of annual compliance monitoring and reporting to various state agencies as part of CalHFA's obligations as Conduit Issuer; annual review and financial analysis of property level audited financial statements inclusive of Residual Receipt Payment and Operating and Replacement Reserve sufficiency reviews; annual review of Insurance sufficiency; annual CalHFA Regulatory Agreement tenant compliance reviews; annual property operating and capital improvement reviews. Manages ongoing duties of the Asset Management staff related to Transfers of Physical Assets (TPA); Prepayment Requests; Loan Payoffs; Loan Closings; and MFS updates. Manages Asset Management staff performing CalHFA's obligations as the Performance Based Contract Administrator for the State of California under Department of Housing and Urban Development's (HUD) Project Rental Assistance (PRA) 811 Program including overseeing the application reviews and approvals; issuance of project awards; weekly lease-up meetings; Use Agreements; Management and Occupancy Reviews (MORs); Rent Adjustments; Tenant Complaints; and Contract Renewals. Manages CalHFA's obligations as Contract Administrator for multiple Section 8 Housing Assistance Payment Contracts in the State of California including the issuance of Housing Assistance Payments (HAP), tenant income compliance reviews, physical inspections using HUD's Real Estate Assessment Center (REAC) protocol, any contract renewal processes, and rent adjustments.</p>
15%	<p><u>Asset Management, Policy, and Practices Leader</u></p> <p>Provides leadership direction on program development for new projects involving Asset Management functions. Applies knowledge and understanding of multifamily development policy and asset management practices in collaborating both internally with other divisions and with other State agencies. Reviews all development loans in the proposal, underwriting, and/or loan closing stages, particularly budget, reserve, insurance and operating information, rehab plans, social service needs, proposed escrows, management plans, and contracts. Oversees the establishment of escrows and impounds.</p>

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PERCENTAGE OF TIME	MARGINAL FUNCTIONS	
5%	Handles special projects and other duties and initiatives as assigned.	
PERSONAL CONTACTS		
<ul style="list-style-type: none"> Regular contact with Multifamily property managers, developers, property tenants, and representatives from other state, federal, and county agencies. 		
SPECIAL REQUIREMENTS		
<ul style="list-style-type: none"> N/A 		
WORK ENVIRONMENT		
<ul style="list-style-type: none"> Prolonged sitting Work in a high-rise building Use a computer keyboard and read from computer screens several hours a day 		
PHYSICAL ABILITIES		
<ul style="list-style-type: none"> Ability to transport up to 20 lbs. 		
TRAVEL		
<ul style="list-style-type: none"> Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.) Travel may include overnight stay. 		
EMPLOYEE ACKNOWLEDGEMENT		
<p>I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)</p>		
Employee Name	Employee Signature	Date
SUPERVISOR ACKNOWLEDGEMENT		
<p>I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.</p>		
Supervisor Name	Supervisor Signature	Date