

## DUTY STATEMENT

### Staff Services Analyst

|   |                           |  |                               |   |
|---|---------------------------|--|-------------------------------|---|
| Employee's Name   |                           |  |                               | Effective Date  |
| Classification<br><b>Staff Services Analyst</b>   |                           |  |                               | Division/Section/Unit<br><b>Financing</b>               |
| Immediate Supervisor  |                           |  |                               | Supervisor's Classification<br><b>Financing Officer</b> |
| CBID<br><b>R01</b>  | Class Code<br><b>5157</b> | Work Week Group<br><b>2</b>  | Time Base<br><b>Full Time</b> | Location<br><b>Sacramento, CA</b>                       |
| <i>CalHFA's mission is investing in diverse communities with financing programs that help more Californians have a place to call home</i>   |                           |  |                               |   |
| <b><u>DIVISION DESCRIPTION</u></b>  |                           |  |                               |   |
| The Financing division is responsible for ensuring the continued financial stability of the Agency. The division directs the investment of Agency funds and actively manages the Agency's outstanding debt portfolio through the issuance of bonds, notes, and other debt instruments. Financing also manages financial agreements such as interest rate swaps, bank credit facilities, and remarketing agreements.   |                           |  |                               |   |
| <b><u>POSITION SUMMARY</u></b>  |                           |  |                               |   |
| Under the supervision of the Financing Officer, this position assists in the day-to-day operations of the Financing Division and supports the Financing staff in creation of management reporting, data gathering and compiling information for financial data requests, documentation and record-keeping related to Agency's ongoing financing programs, financial and risk analysis related to decision-making for the Agency's business units, internal or inter-agency coordination required to manage Agency's funding sources and investments.    |                           |  |                               |   |
| <i>Conduct, Attendance and Performance Expectations</i>   |                           |  |                               |   |
| 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.  |                           |  |                               |   |
| 2 CCR § 172 – General Qualifications, states in pertinent part:<br>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 the 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. |                           |  |                               |   |
| <i>Percent of Time</i>  |                           | <i>Activity</i>  |                               |   |
| 35%   |                           | <b>ESSENTIAL FUNCTIONS</b><br><b>Financing Division Reports</b><br>Produces required financial reports on outstanding debt obligations, interest rate swaps, and investments using Excel or Word for internal, executive management, and external reporting, including Continuing Disclosure reports.<br><br>Maintains and updates Financing Division databases and updates procedures for creation and documentation of these databases and reports generated thereof. Provides those reports to management for review. |                               |   |

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| 30%   | <p>Coordinates with Financing staff and other Divisions of the Agency to finalize agendas, prepare presentation materials, scheduling, and other administrative work related to Financing Division meetings and the Agency's financial committee meetings.</p> <p>Assists in updating and maintaining checklists and other risk assessment tools related to Agency's financial risk management, for decision making by the Agency's Risk Manager, Director of Financing, Director of Enterprise Risk Management and Compliance, or other members of the Financial Risk Management Committee.</p> <p><b><u>Bond Financing and Hedge Transactions</u></b><br/>Perform basic analysis on debt and swap information of the Agency. Update the hedge report for new swap transactions and modifications to existing swaps to ensure information is accurate and current.</p> <p>Performs administrative tasks required for the issuance, refinance, or defeasance of debt obligations including maintaining interested parties' lists, financing schedules, and closing wire instructions and ensuring information is accurate and updated.</p> <p>Manages bond recycling logistics to preserve volume cap including distribution of borrowing notices and wire instructions.</p> <p>Collects, organizes, and maintains files for interest rate swap and bond transactions. Coordinates signatures on required documents for approval from the Office of the General Counsel and the Financing Division.</p> |
| 20%   | <p><b><u>Business and Financial Analysis</u></b><br/>Assists with data entry, data validation, checks, and basic analysis utilizing existing financial analysis spreadsheets, and summarize the results and present to Agency's management for review and to assist with decision-making</p> <p>Perform basic analysis on the agency loan information data for the loans originated by the Single Family and Multifamily Divisions including new loan issuance, loan payments, loan rate changes, tax credit, loan delinquency, loan loss reserve and project-based rental subsidy data to be included in financial projections and reports to CalHFA's leadership team.</p>  |
| 10%   | <p><b><u>Market Research</u></b><br/>Conducts basic data analysis and research on the municipal bond market and housing market to keep updated with interest rates that affect the Agency's cost of capital and lending activities.</p> <p>Gather market data related to housing bonds, market index rates, bond yields, interest rate swaps, and other market information from Bloomberg and other financial market sources to assist the Financing staff with data analysis and reporting for internal and external consumption.</p>  |
| 5%  | <p><b>MARGINAL FUNCTIONS</b><br/>Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other related duties as assigned.</p>   |
|   | <p><b>KNOWLEDGE AND ABILITIES:</b><br/><b>Knowledge of:</b> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</p>  |

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|--|--|--------------------------------------|
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| <p><b>Ability to:</b> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><b>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Work in a high-rise building.</li> <li>• Use computer keyboard and read from computer screens several hours a day.</li> <li>• Set work schedule Monday -Friday 8am-5pm</li> <li>• Work in a climate-controlled environment under artificial lighting.</li> </ul> <p><b>The following abilities are for most positions with or without an accommodation:</b></p> <ul style="list-style-type: none"> <li>• <b>VISION</b> – You must have sufficient vision to perform the following duties; prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials.</li> <li>• <b>HEARING</b> – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction.</li> <li>• <b>SPEECH</b> – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction.</li> <li>• <b>BENDING, STOOPING, KNEELING</b> – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper.</li> <li>• <b>SITTING OR STANDING</b> – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position.</li> <li>• <b>CONCENTRATION</b> – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents.</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Daily contact with the general public, all levels of departmental staff, borrowers and their representatives, as well as representatives from other State, city and county agencies.</li> </ul> <p><b>SPECIAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> |  |                                      |

**SUPERVISOR ACKNOWLEDGEMENT:**  
I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

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|-------------------|------------------------|------|
| Supervisor's Name | Supervisor's Signature | Date |
|-------------------|------------------------|------|

**EMPLOYEE ACKNOWLEDGEMENT:**  
I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work 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.)

|                 |                      |      |
|-----------------|----------------------|------|
| Employee's Name | Employee's Signature | Date |
|-----------------|----------------------|------|

**ANALYST'S STATEMENT: I have reviewed this Duty Statement.**

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|----------------|---------------------|------|
| Analyst's Name | Analyst's Signature | Date |
|----------------|---------------------|------|