

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Division of State Financial Assistance
Unit: Loan Closing Branch / Access to Opportunity / Homelessness
Position Number: 401-272-4800-004 (PS 1860)
Classification: Staff Services Manager I
Working Title: Loan Closing Manager
HQ Location: HCD Headquarters, Sacramento
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under the general direction of a Section Chief (Staff Services Manager II), the incumbent oversees and directs the day-to-day activities of technical staff that administer the state loan/grant closing activities for the multifamily loans/grant programs with a focus on Access to Opportunities funded by the Division's housing and community development financial assistance programs. The incumbent independently oversees staff working on all phases of multifamily loan/grant closings focusing on Access to Opportunities, who are responsible for the analysis, oversight, underwriting, change approval, construction and permanent loan/grant closing and disbursement phase of the multifamily housing projects.

% of Time	Essential Functions:
20%	Supervise, train, and provide technical direction to staff engaged in evaluating and analyzing the feasibility of complex projects for a variety of multifamily housing developments focusing on but not limited to access to opportunities, multifamily housing, special needs/supportive housing, elderly, mixed income, and other related commercial space to assure projects long term feasibility.
20%	Supervise, train, and provide technical direction to staff engaged in evaluating and analyzing complex multifamily project mortgage loans and grants to assure compliance with the specific funding sources regulatory requirements for a variety of multifamily housing loan and grant programs.
20%	Supervise, train, and provide technical direction to staff engaged in evaluating and analyzing financing documents from other lenders, prepare clear, concise reports; develop budgets, cash flow projections, toxic waste evaluations, title reports, investor agreements, and similar items; negotiate and structure complex multifamily projects with developers and other funding sources to prepare for and

complete the loan closing process. Assign and track work, evaluate staff performance, coach to improve performance, and ensure quality control.

15% Assist staff and senior managers in responding to difficult or sensitive questions posed by legislators, other State and federal agencies, contractors, local officials, tenants, and other interested parties. Provide data and analysis for Department reports and publications as well as required reports to State and federal agencies.

10% Collaborates with other sections by keeping in constant communication with other functional units within the Division of State Financial Assistance (DSFA) to ensure efficient and timely projection completion, including managing the transfer of information and project files. Provide training and technical assistance to stakeholders.

10% Participate in process improvement and policy development efforts, both within the incumbent's assigned functional area and in the Division more generally; and completing special projects assigned by the Section Chief.

% of Time Marginal Functions:

5% Maintain responsibility for basic administrative functions, personnel matters, hiring, travel policies and procedures, and other department administrative functions as necessary. Complete special projects assigned by the Section Chief, Branch Chief and Deputy Director. Other duties as assigned.

Special Requirements: (Define all that apply)

Travel: Up to 15% travel throughout the state may be required.

Supervision Exercised: SSM I - The incumbent supervises a small to medium-sized technical staff.

Conflict of Interest (COI): Form 700 is required.

Background Check: None

Live Scan: None

Bilingual, specify language: None.

License/Certification: None

Medical Clearance: None

Other, please specify: None.

Physical Requirements: The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

Working Conditions (In Office): The incumbent works in an office setting that is air conditioned and may be in a high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Working Conditions (Telework): The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Departments Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

Administrative Responsibility: The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to obtain funds to manage programs in support of the Department's mission and policies.

Personal Contacts: The incumbent will serve as a main contact assigned activities and a wide variety of internal external stakeholders.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies, and procedures, as well as federal, state, and local laws. Lack of knowledge, inaccurate work, misunderstanding, poor judgement, or inadequate analyses could result in misleading information being provided to the Department, state and local agencies or create misleading perceptions.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI), which includes being committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____

Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.