

DUTY STATEMENT
HOUSING FINANCE OFFICER (RENTAL)

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

Table with employee information including Employee Name, Effective Date, Classification (Housing Finance Officer (Rental)), Position Number (693-001-5451-901), Division/Section/Unit (Multifamily Programs Division/Lending Section), Location (Sacramento, CA), CBID (S01), Work Week Group (E), Tenure (Permanent), Time Base (Full Time), and Supervisor Classification (Housing Finance Chief (Rental)).

POSITION DESIGNATED CONFLICT OF INTEREST

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in making 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 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 consistent 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 provides loans that facilitate the development, and rehabilitation of affordable housing projects by partnering with localities as well as for-profit and nonprofit developers. The Multifamily Division consists of the Multifamily Lending Section and Asset Management Section. 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).

Employee's Name	Classification <b>Housing Finance Officer (Rental)</b>
Division/Section/Unit <b>Multifamily Programs Division/Lending Section</b>	
<b>POSITION DESCRIPTION</b>	
Under the general direction of the Housing Finance Chief, the Housing Finance Officer (Rental) oversees and supervises the work of the deal team in origination, underwriting, and presentations of affordable multifamily loans from the various CalHFA programs to the Senior Loan Committee and CalHFA Board of Directors. Upon loan approval, the Officer also oversees the closing of the loan, monitoring of the loan during the construction period, and ultimately successful transfer of the loan to Asset Management.	
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, to equalize peak work periods or to otherwise balance the workload. The duties and responsibilities include, but are not limited to the following:	
<b>PERCENTAGE OF TIME</b>	<b>ESSENTIAL FUNCTIONS</b>
30%	Evaluates mortgage loan proposals submitted to the Agency for various CalHFA lending programs for financial feasibility. Responsible for underwriting these complex loans and related documents including the following components: Determines that proposals adhere to CalHFA program and mortgage lending standards, analyzes proposals for their economic feasibility to ensure that construction and operating costs may be met by proposed rent levels, prepares and analyzes project cash flow, operating and development budgets, and rent projections. Carefully scrutinizes the marketability and comparability analyses, appraisals, and valuations of other similar multi-unit rental projects to determine that data is factual and up to date, and that the assumptions used to reach favorable conclusions are accurate. Reviews project appraisals, Physical Needs Assessments, market studies and environmental reports, zoning and title information to ensure the documentation submitted supports the proposal. Determines the accuracy of reports and recommends credit decisions based on these reports. Evaluates project compliance with the existing Housing and Urban Development (HUD) and CalHFA project documents, as well as local and state government housing requirements, local regulatory agreements, and land use restrictions. Provides feedback on all transaction-related loan documents, recommends changes, and ensures project compliance with the various requirements. Coordinates and facilitates the flow of information regarding projects with sponsor, local, State, and Federal government to ensure projects remain on schedule. Reviews current and past HUD and CalHFA guidelines related to the management, financing, and rental assistance for projects. Recommends policy changes to all Multifamily Program guidelines; originates revisions and changes to new and existing programs.
20%	Solicits mortgage loan proposals from developers non-profit and for-profit, local governments, consultants, and other interested parties to generate new business. Responds to inquiries from those same groups explaining Agency programs and program requirements. Works closely with and guides potential developers, HUD (local and national offices), and local governments in resolving problems related to proposed developments. Prepares preliminary underwriting for initial loan proposals and letters of interest. Attends pre-concept meetings with developers, local authorities, and other interested parties to determine if the project (at this early stage) is feasible and can overcome potential obstacles before commitment fees are tendered by the sponsor.
20%	Prepares credit packages, and assists in the preparation of commitment letters, monitors construction progress, draws and assists with loan closings.

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15%	Serves as the lead on deal teams and supervises the work of team members, including Housing Finance Specialists, Associates and Assistants; Associate Governmental Program Analysts; and Staff Services Analysts as it relates to the assigned project. Provides timely feedback and guidance to staff related to their work performance.		
10%	Prepares staff reports and presentations to recommend approval of development proposals to the CalHFA Senior Loan Committee and Board of Directors.		
<b>PERCENTAGE OF TIME</b>	<b>MARGINAL FUNCTIONS</b>		
5%	Participates in staff meetings, attends training, provides work status reports, and performs other duties as required within the scope of the assigned classification.		
<b>PERSONAL CONTACTS</b>			
<ul style="list-style-type: none"> <li>Daily contact with all levels of departmental staff, representatives from other Agency Divisions and works with CalHFA-approved lenders and staff</li> </ul>			
<b>SPECIAL REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			
<b>WORK ENVIRONMENT</b>			
<ul style="list-style-type: none"> <li>Prolonged sitting</li> <li>Works in a high-rise building</li> <li>Uses a computer keyboard and reads from computer screens several hours a day</li> </ul>			
<b>PHYSICAL ABILITIES</b>			
<ul style="list-style-type: none"> <li>May occasionally transport heavy objects.</li> </ul>			
<b>TRAVEL</b>			
<ul style="list-style-type: none"> <li>Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.)</li> </ul>			
<b>EMPLOYEE ACKNOWLEDGEMENT</b>			
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.)			
<b>Employee Name</b>		<b>Employee Signature</b>	
		<b>Date</b>	
<b>SUPERVISOR ACKNOWLEDGEMENT</b>			
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.			
<b>Supervisor Name</b>		<b>Supervisor Signature</b>	
		<b>Date</b>	