

DUTY STATEMENT HOUSING FINANCE OFFICER (RENTAL)

OUR VISION

Every Californian can build a thriving life in a stable home.

OUR MISSION

Delivering reliable financing solutions to advance housing opportunities for Californians.

EMPLOYEE INFORMATION

Employee Name		Effective Date	
Classification Housing Finance Officer (Rental)		Position Number 693-001-5451-901	
Division/Section/Unit Multifamily Programs Division/ Administration		Location Sacramento, CA	
CBID S01	Work Week Group E	Tenure Permanent	Time Base Full Time
Immediate Supervisor		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 Division consists of the Multifamily Lending Section, Asset Management Section, and Administration Section. The 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 general direction of the Housing Finance Chief, the Housing Finance Officer (Rental) oversees and supervises the work of the Multifamily Disbursement Team. The incumbent has primary responsibility for reviewing and overseeing the disbursement functions, including efficient processing of multifamily loan draws and disbursements, leading project file management, ensuring

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the accuracy of the disbursement pipeline and reporting, and reviewing the work of subordinates to maintain compliance with CalHFA guidelines.	
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:	
PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS
35%	Disbursement Team Management Plans, organizes, and directs the Disbursement Team's activities, while maintaining an individual project portfolio. Directs, manages and coordinates the workload of the Disbursement Team by providing training and guidance to the Disbursement Administrators, assigning or delegating loans to the subordinate staff, developing and updating program guidelines, policy and procedures manual, and maintaining all external and internal disbursement documentation. Provides timely performance feedback, prepares performance evaluations, and recommends training and staffing needs to management. Provides expert-level technical guidance to Disbursement Administrators, developers, lenders and title agents in resolving lien, endorsement, insurance or disbursement issues. Conducts audits of all disbursement draw files prior to final upload into document storage system. Serves as the Subject Matter Expert for Multifamily database and collaborates with other Multifamily Programs staff, Legal, and Accounting on program operations. Coordinates and conducts meetings with other divisions in the Agency and external state partners, including California Debt Limit Allocation Committee (CDLAC), California Tax Credit Allocation Committee (CTCAC) or California Department of Housing and Community Development (HCD), to improve processes to reduce inconsistencies in the execution of multifamily programs and minimize duplication of work.
30%	Disbursement Review and Approval Processes various types of loan fundings from loan closing to project completion/occupancy. Follows established procedures for processing the different types of draw requests, including monthly rehab/construction, General Contractor (GC) contract retention, final loan advancement, and loan interest payments, ensuring required invoice documentation is complete. Works with the Multifamily deal team from pre-closing to project completion/occupancy, updating the deal team on any issues or areas of concern. Reviews loan documents and funding conditions under loan officer directives, prepares project draw checklist and draw spreadsheet with specific project information and evaluates each draw request and the required backup. Reviews and/or request hard cost requests (GC702/03), borrower soft cost invoices, title endorsements, inspection reports, and Prevailing Wage and/or Davis Bacon draw certifications. Reconciles the project draw spreadsheet with borrower's records and CalHFA systems of record. Prepares Disbursement Authorization Form, obtains required approvals and signatures and submits to Accounting to process wire disbursements within established timeframes.
15%	Data Management Manages the Disbursement Team's data entry and reporting within the Multifamily Database, ensuring accuracy and timely updates. Sets up initial project draw file and establishes reminders for periodic follow-up on key construction -period deadlines, including but not limited to construction loan maturity date, insurance expirations, and

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15%	interest payment schedules. Tracks project completion and delivery timelines. Ensure all required construction draw documentation, such as Recorded Notice of Completion, Final Certificate of Occupancy, is received, complete, and properly filed. Requests updated information as needed to maintain organized and accurate project records. Procedures and Accountability Responsible for meeting with external auditors and providing loan files and required documentation as requested for CalHFA annual audit. Stays informed of Multifamily mortgage loan procedures and changes to laws related to affordable rental housing or Department of Housing and Urban Development (HUD) Risk Share.	
PERCENTAGE OF TIME	MARGINAL FUNCTIONS	
5%	Participates in staff meetings, attends training, provides work status reports, and performs other duties as required within the scope of the assigned classification.	
PERSONAL CONTACTS		
Daily contact with all levels of departmental staff, representatives from other Agency Divisions and works with CalHFA-approved lenders and staff		
SPECIAL REQUIREMENTS		
N/A		
WORK ENVIRONMENT		
- Prolonged sitting - Works in a high-rise building - Uses a computer keyboard and reads from computer screens several hours a day		
PHYSICAL ABILITIES		
May occasionally transport heavy objects.		
TRAVEL		
Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.)		
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 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.)		
Employee Name	Employee Signature	Date
SUPERVISOR ACKNOWLEDGEMENT		
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.		
Supervisor Name	Supervisor Signature	Date