

DUTY STATEMENT ANALYST I

OUR VISION

Every Californian can build a thriving life in a stable home

OUR MISSION

Deliver reliable financing solutions to advance housing opportunities for Californians

EMPLOYEE INFORMATION

Employee Name			Effective Date	
Classification Analyst I			Position Number 693-001-5157-901	
Division/Section/Unit Office of General Counsel/Legal Support Unit				
CBID R01	Work Week Group 2	Location Sacramento, CA	Tenure Permanent	Time Base Full Time
Immediate Supervisor			Supervisor Classification Supervisor I	

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.

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 Office of General Counsel (OGC) manages the legal affairs of CalHFA by providing advice on day-to-day operations and strategic initiatives. The OGC also supports CalHFA's Asset Management, Financing, Single Family Lending, Multifamily Lending Programs, and corporations the Agency may form to administer various programs.

POSITION DESCRIPTION

Under supervision of the Supervisor I, and with instruction from attorneys, the Analyst I performs a wide variety of analytical and consultative work necessary for effective operation of the Office of General Counsel.

The duties contained in this job description reflect general details 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 also include, but are not limited to the following:

PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS
60%	Multifamily Lending Collaborates with Agency attorneys and OGC staff, outside counsel, borrowers, borrower's counsel, title and escrow companies, and financial institutions to perform transactional real estate finance work associated with the Agency's lending programs.

Employee Name		Classification Analyst I
Division/Section/Unit Office of General Counsel/Legal Support Unit		
20%	Analyzes, prepares, and reviews loan commitments and loan related and/or regulatory documents. Evaluates term sheets, documents approving the loan or modification, transfer or termination of the loan or regulatory restrictions, and information regarding the property and the borrower to ensure accurate terms are reflected in the documents and they are ready for recording with the county before submitting loan documents to escrow. Reviews title reports and documents to identify items recorded against properties. Drafts proforma policies of title insurance using information from preliminary title reports. Researches and analyzes county laws and rules to ensure compliance with county recording requirements before submitting loan documents to escrow. Electronically files Uniform Commercial Code Financing Statements (UCCs) and uses an Excel log to track filed UCCs to ensure they do not expire and are renewed timely.	
	Closing and Post-Closing Transactions Support Attends all meetings and conference calls among Agency staff, borrowers and borrower’s counsel to stay informed on multifamily loan closings and to answer any questions the borrower may have. Performs post-closing loan transaction audits by reviewing and analyzing all loan documents to ensure they are accurately and properly recorded, and identifies and corrects issues or discrepancies when necessary.	
	Works with Asset Management and Fiscal Services staff on projects with existing agency loans to process borrower requests for payoff, transfer of physical assets, etc., and to complete documents required for loan termination. Reviews supporting documentation related to these transactions and prepares any additional documents needed to finalize the payoff or asset transfer. Maintains and updates reports that track the outstanding work that legal staff and attorneys are performing for the Asset Management section.	
	15% General Support Provides support to legal staff by researching electronic databases to ensure proper recording of documents, verify borrower business entities are licensed, confirm statutory/regulatory requirements are met, etc. Informs parties when deficiencies are identified to ensure deficiencies are corrected. Files and tracks legal department memoranda and filings including, without limitation: Intellectual Property filings, legal memoranda, delegations, legal billing, etc., to maintain data privacy and security. Calendars expiration dates, coordinates with divisions to renew expiring applications, and maintains original certifications (vital records) to manage records efficiently.	
PERCENTAGE OF TIME		MARGINAL FUNCTIONS
5%	Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other related duties as assigned.	
PERSONAL CONTACTS		
Daily contact with departmental managers, supervisors, staff at all levels, representatives from other State departments, and members of the public.		
SPECIAL REQUIREMENTS		
N/A		
WORK ENVIRONMENT		
Prolonged sitting		

Employee Name		Classification Analyst I
Division/Section/Unit Office of General Counsel/Legal Support Unit		
• Works in a high-rise building • Uses a computer keyboard and reads from computer screens several hours a day		
PHYSICAL ABILITIES		
• Ability to transport up to 20 lbs.		
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