



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's Name		Effective Date	
Classification Analyst I		Position Number 693-001-5157-901	
Division/Section/Unit Multifamily Programs Division/Asset Management Section		Location Sacramento, CA	
CBID R01	Work Week Group 2	Tenure Permanent	Time Base Full-time
Immediate Supervisor		Supervisor's Classification Housing Finance Officer (Management Services)	

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 Multifamily Programs Division is responsible for the financing and ongoing management of the California Housing Finance Agency's (CalHFA) Multifamily lending portfolio and subsidy programs. The division is comprised of two sections – Multifamily Lending and Asset Management. Asset Management oversees the Agency's portfolio of multifamily loans, including financial reviews, physical inspections, monitoring for compliance with regulatory agreements, and administering rental and operating subsidies.

POSITION DESCRIPTION

Under the supervision of the Housing Finance Officer (HFO), the Analyst I performs technical and analytical work of average difficulty and is responsible for the tenant rental subsidy for 811 Project Rental Assistance financed by the California Housing Finance Agency (CalHFA). The incumbent works regularly with time-sensitive information, requiring detailed knowledge of regulations, policies, and procedures.

The duties contained in this job description reflect general details a 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:

Employee's Name	Classification Analyst I
Division/Section Multifamily Program Division/Asset Management Section	
PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS
30%	<u>811 PRA Program</u> Collaborates with the Department of Health Care Services and Department of Developmental Services to confirm and monitor Rental Assistance Contract (RAC) units are being set aside for 811 PRA Program. Represents CalHFA in virtual lease up meetings for PRA 811 projects to fulfill RAC Unit contract and takes meticulous notes on items that need to be addressed by CalHFA when issues arise and follow-up is required prior to the next meeting. Works closely with resident managers to ensure understanding and compliance with Department of Housing and Urban Development (HUD) rules and regulations as it relates to 811 PRA. Provides technical assistance to outside business partners and/or resident managers. Responds to inquiries from management agents regarding various occupancy issues.
30%	<u>Compliance Support</u> Monitors monthly vouchers payments for Project Based Section 8 and PRA 811 Parent Vouchers for entire Portfolio. Verifies payments in question are received successfully based on approved amounts processed by EPS Inc. Investigates and resolves technical issues to ensure payments are received accordingly. Gathers data from approved monthly voucher to complete HUD Quarterly Report for PRA 811 Program. Monitors monthly vacancy reports for all PRA 811 projects. Notifies State Collaboration Team (DDS, DHCS and HCD) and designated Referral Organization of any ongoing issues as it relates to vacancies, occupancy and/or lack of eligible applicants to fulfill PRA 811 units. Monitors PRA 811 units no longer receiving subsidy on an ongoing basis to complete HUD Quarterly Reporting and updates internal systems.
20%	<u>Tenant Complaints</u> Handles tenant complaints from the Agency's Section 8/811 Project Rental Assistance (PRA), Perm Loan, and Mental Health Service Act (MHSA) tenants which consist of taking on-going, in-coming telephone calls daily. Under the PRA 811 and Section 8 program, upon tenant request, schedules tenant hearing, creates escrow account, contacts hearing officer, and properly schedules all parties involved to attend the hearing within a specific time frame. Follows up with the tenant and owner/management to ensure complaints are properly addressed, handled, and resolved. Reviews hearing documentation, such as 3, 10 and 30 day notices, to ensure program compliance. Reviews Hearing Officer result reports and distributes reports to the parties involved. Compiles and creates tenant complaint information, emails complaint to Lead Tenant Liaison to be logged, and monitors and tracks complaint internally. Notifies Housing Finance Officer of encountered problems and notifies them of potential problems that may occur.
15%	<u>School Facility Fee Annual Compliance</u> Responsible for Annual Occupancy Compliance Reporting for all School Facility Fee (SFF) Projects. Sends out reminders, maintains the tracking sheet for all certifications, and follows-up on non-responsive and/or noncompliant Owner/Agents. Reviews all certification forms to ensure rents and incomes do not exceed the current limits and are within the current annual reporting period. Works directly with Owner/Agent for corrections and/or reassignment of qualified units. Saves final/approved certifications in Agency's electronic filing system.

Employee's Name		Classification Analyst I	
Division/Section Multifamily Program Division/Asset Management Section			
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 within the scope of the current classification.		
PERSONAL CONTACTS			
Daily contact with all levels of departmental staff, representatives from other Federal, State and County agencies, and owner and agent 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 require transport of 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			