

DUTY STATEMENT

HOUSING FINANCE OFFICER (MANAGEMENT SERVICES)

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 Housing Finance Officer (Management Services)			Position Number 693-001-4834-907	
Division/Section/Unit Multifamily Programs Division/Asset Management Section				
CBID S01	Work Week Group E	Location Sacramento, CA	Tenure Permanent	Time Base Full time
Immediate Supervisor		Supervisor Classification Assistant Deputy Director of Multifamily Programs, CEA-A		

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 is responsible for the financing and ongoing management of the California Housing Finance Agency's (CalHFA) Multifamily lending portfolio and subsidy programs. The Multifamily Programs Division is comprised of two sections: Multifamily Lending and Asset Management. Multifamily Lending provides loans that facilitate the development, rehabilitation, and preservation of affordable housing projects by partnering with localities as well as for-profit and nonprofit developers. 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 general direction of the Assistant Deputy Director of Multifamily Programs, the Housing Finance Officer (Management Services) serves in a dual role as both a portfolio and team manager.

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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
30%	Portfolio Management Manages an assigned portfolio of multifamily developments and provides oversight and guidance on team portfolios to ensure financial stability and compliance. Reviews and analyzes monthly operating reports, annual budgets, and audited financial statements to assess performance and identify risks. Oversees reserve balances, capital planning, and operating performance, including replacement reserves, operating reserves, and subsidy programs. Coordinates and approves major asset management activities such as Transfers of Physical Assets (TPAs), loan modifications, rent adjustments, workouts, and prepayments. Provides recommendations to senior leadership on complex or high-risk transactions to support informed decision-making. Ensures consistent application of policies across all assigned portfolios by conducting regular reviews of project activities, identifying discrepancies in policy implementation, and coordinating with program staff, lenders, and developers to resolve issues.
20%	Compliance Monitoring Ensures assigned portfolio and team portfolios comply with CalHFA regulatory agreements and applicable federal, state, and local requirements, including tax credit, CDLAC, and subsidy program regulations. Oversees monitoring of rent restrictions, occupancy compliance, and required reporting. Provides direction to staff on compliance-related issues and ensures timely resolution of findings, discrepancies, and non-compliance events. Maintains accountability for portfolio-wide compliance performance and reporting accuracy.
20%	Team Leadership and Oversight Provides direct supervision and leadership to assigned staff, including workload management, performance oversight, coaching, and professional development. Reviews and approves staff analyses, recommendations, and deliverables to ensure accuracy, consistency, and alignment with Agency policies. Conducts regular check-ins with staff to establish expectations for portfolio management, accountability, and communication. Addresses performance issues, conducts evaluations, and supports staff growth through training and mentorship. Ensures team operations are efficient, consistent, and aligned with division priorities.
15%	Lending Team Collaboration Collaborates with the Multifamily Lending Section during project underwriting, closing, and post-closing phases to support efficient project delivery. Provides asset management perspective on proposed transactions, including operating budgets, management agent evaluations, Physical Needs Assessments, rehabilitation scopes, and reserve/escrow structures. Participates in loan committees, status meetings, and cross-functional discussions to ensure long-term feasibility and operational sustainability of developments. Supports smooth transition of developments from Lending to Asset Management and ensures continuity in oversight.

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10%	Administration & Program Oversight Performs administrative and managerial functions, including staff assignments, time approvals, recruitment participation, and adherence to HR policies. Serves as a subject matter expert on asset management policies and procedures and contributes to the development and implementation of program improvements, tools, and standard practices. Prepares reports, correspondence, and presentations for internal and external stakeholders, including senior leadership.		
PERCENTAGE OF TIME	MARGINAL FUNCTIONS		
5%	Participates in staff meetings, attends training, provides work status reports, handles special projects, and other duties as assigned within the scope of the classification.		
PERSONAL CONTACTS			
Regular contact with representatives from state housing agencies, Federal, State, and County agencies, multifamily housing partners, management agents, resident managers, property tenants, and software vendors.			
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			
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.) - Travel will include overnight stay.			
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