

EXAMINATION ANNOUNCEMENT



CALIFORNIA HOUSING FINANCE AGENCY

California State Government – The California Housing Finance Agency is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service and the special trust placed in public servants.

Housing Finance Specialist (Single Family) Open – Sacramento

Who Should Apply

Individuals who meet the minimum qualifications (Requirements for Admittance to the Exam) listed below and who have not tested for this classification within the last 12 months as of the final filing date.

Filing Instructions

Submit a standard Examination Application (STD 678) to:

California Housing Finance Agency
Attn: Exam Analyst
500 Capitol Mall, Suite 1400, MS 1410
Sacramento, CA 95814

Applications are available online at www.jobs.ca.gov and local offices of the Employment Development Department, and from CalHFA.

If you prefer to apply in person, the Human Resources Office is located at 500 Capitol Mall, 14th Floor.

Note: To take this examination, please provide an email address on your application (If you do not have an email address to provide, contact the exam analyst at 916-326-8007).

The Training & Experience (T&E) exam link or attachment will be sent to the email address you provide. All examination notifications (except the T&E link/attachment) will be sent by both email and mail.

It is anticipated that candidates who meet the minimum qualifications for this examination will be sent an email the **week of October 23, 2023**, which will contain the instructions and/or the link to complete the online Training & Experience (T&E) examination.

Specify on your application that you are applying for Housing Finance Specialist (Single Family) **Exam Code 3HO67**.

Final File Date

October 6, 2023 is the final file date. Completed applications (Form 678) must be postmarked no later than the final file date. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application (STD 678). You will be contacted to make specific arrangements.

Salary

\$6,061 - \$7,587

Eligible List Information	<p>An eligible list will be established for the California Housing Finance Agency. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. A candidate may be tested only once in a twelve-month period.</p> <p>Note: In order to maintain list eligibility, competitors must participate in the current exam administration.</p>
Position Location	<p>The resulting eligible list will be used to fill positions in Sacramento.</p>
Requirements for Admittance to the Examination	<p>Note: Unless otherwise stated, applicants must meet exam entrance requirements by the final file date. Your signature on your application indicates that you have read, understand, and possess the qualifications required. A separate application is required for each of our exams. Keep a copy of your application for your records.</p> <p>Applications must contain the following information: "to" and "from" dates (month/day/year), time base, title/job classification (and range if applicable), company/state agency name, address, and duties performed. College course information must include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable).</p> <p>Applications received without this information will be rejected. Resume is not required and does not take the place of the Examination Application (STD 678).</p> <p>It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on the announcement.</p>
Examination Information	<p>This examination will consist of Training & Experience (T&E) only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p style="text-align: center;">TRAINING & EXPERIENCE – WEIGHTED 100%</p> <p>Candidates who do not complete or submit the T&E by the due date will be disqualified.</p>
Minimum Qualifications	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III etc.</p> <p style="text-align: center;"><u>Either I</u></p> <p>Experience: One year of experience in the mortgage operations of the California Housing Finance Agency at a level of responsibility equivalent to that of a Housing Finance Associate.</p> <p style="text-align: center;"><u>Or II</u></p> <p>Experience: Three years of experience performing technical work in the field of mortgage underwriting. (A Master's Degree in Planning, Economics, Business, Government, Finance or a related field may be substituted for one year of the required experience.) and</p> <p>Education: Equivalent to graduation from college, preferably with a degree in planning, economics, business, government, finance or a related field. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equals two years of college education.)</p>
Position Description	<p>This is the advanced journey/technical adviser level within this series. Under minimum direction, incumbents at this level are assigned the more complex, sensitive and higher risk projects requiring a high level of judgment and expertise. They are also responsible for assisting higher level CalHFA personnel by independently developing policy and program recommendations. In addition, they may provide guidance and direction to lower level Housing Finance staff and review their work.</p>
Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:</p>

Knowledge of:

- The mortgage loan market and basic single family dwelling mortgage loan procedures, including FHA and VA requirements;
- Methods, principles and terminology used in appraising, buying, selling, financing, leasing, repossessing, and managing real property;
- Factors affecting property values and real estate trends;
- Mortgage credit requirements;
- Foreclosure procedures.

Ability to:

- Perform various calculations with regard to mortgage financing;
- Analyze data and draw sound conclusions;
- Negotiate mortgage loan purchases;
- Prepare clear, complete, and concise reports;
- Establish and maintain cooperative relationships with others;
- Speak and write effectively;
- Direct and review the work of others.

Veterans' Preference

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veterans Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1092), which is available at <http://jobs.ca.gov/Job/Veteransinformation>, and the Department of Veterans Affairs.

Questions?

Contact CalHFA's Human Resources Office at 916-326-8007 or jwu@calhfa.ca.gov . California Relay (Telephone) Service for the Deaf or Hearing-impaired. From TDD phones: 800-735-2922 From voice phones: 800-735-2922

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the California Housing Finance Agency, Human Resources Office at (916) 326-8007 or jwu@calhfa.ca.gov three weeks after the application deadline date if she/he has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of interview due to a verified postal error, they will be rescheduled upon written request.

Examination/Employment Application (STD. 678) forms are available at the California Department of Human Resources (CalHR.ca.gov), local offices of the Employment Development Department, the California Housing Finance Agency, and accessible on the internet at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The California Housing Finance Agency reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) sub-divisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) service wide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

General Qualifications: Competitors must 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 of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

CALIFORNIA HOUSING FINANCE AGENCY

Human Resources Office
500 Capitol Mall, Suite 1400, MS 1410
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922