

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 work place. 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 Officer (Management Services) Open - Statewide Examination

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 P. O. Box 4034 Sacramento, CA 95812 If you prefer to apply in person, the Human Resources Office is located at 500 Capitol Mall, 14 th Floor; do not use this as a mailing address. Specify on your application that you are applying for Housing Finance Officer (Management Services), <u>Exam Code 6HO38</u> .
<i>Applications are available online at www.jobs.ca.gov and local offices of the Employment Development Department, and from CalHFA.</i>	
Final File Date	August 26, 2016 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	\$6,392 - \$7,959
Eligible List Information	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.
Position Location	The resulting eligible list may be used to fill in Sacramento or Culver City.
Requirements for Admittance to the Examination	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. Applications must contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information must include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected. 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.
Examination Information	This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. QUALIFICATIONS APPRAISAL – WEIGHTED 100% Competitors who do not appear for the qualifications appraisal interview will be disqualified.
Minimum	Qualifying experience may be combined on a proportionate basis if the requirements stated

Qualifications

below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III etc.

Either I

Experience: One year in the mortgage operations of the California Housing Finance Agency at a level of responsibility equivalent to that of Housing Finance Specialist.

Or II

Experience: Five years of experience in the fiscal administration of real property, including budgeting, hiring, purchasing and accounting for profitability of projects, for a sponsor, developer or owner of rental housing, which must have included at least one year of experience in the fiscal administration of housing developments with more than 100 apartment units. (At least two years of this experience must have been in a supervisory capacity over other property managers.) (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**

Education: Equivalent to graduation from college, preferably with a degree in planning, economics, 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.)

Position Description

The Housing Finance Officer (Management Services) is the highest level program expert and will serve as a department resource expert and advisor on day-to-day residential asset management matters and management of portfolio loan transactions, including loan modifications, work outs, and refinances. The Officer will supervise and direct the work of other asset management personnel and will report to the Chief of Asset Management. The Officer is responsible for oversight of the operations of housing developments to ensure that the projects are viable, fiscally sound, desirable to the rental market for the term of the Agency's mortgage, and meet uniform physical condition standards inspection code. The Officer will monitor the following with respect to housing developments financed by the Agency: maintenance, fiscal management, tenant relations, rent-up and marketing, affordability restrictions, and federal housing assistance payment (Section 8) process. The Officer will also review annual operating budgets, audited financial statements and analyze preventative maintenance plans.

The Officer is responsible for negotiating with existing borrowers in portfolio loan transactions and coordinating underwriting activities with the Chief of Asset Management and other CalHFA departments: Legal, Multifamily Lending, Financing.

Scope

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:

Knowledge of:

- The operations of the California Housing Finance Agency
- Purposes and procedures of affirmative marketing programs and housing management systems
- Provisions of landlord tenant law and grievance procedures
- Construction, design, and engineering of housing
- Legal aspects of construction
- Contract enforcement
- Applicable laws, rules, or regulations governing relocation
- Resources of the housing market with particular emphasis on assistance available to low and moderate income families and individuals
- Management contracts, leases, and subsidy contracts
- Rent-up processes
- Income certification and verification
- Property management standards and procedures
- Fiscal control procedures, including budgeting, hiring, and reporting to management
- Cost of management of real property, including staff, utilities, fees, materials, supplies
- HUD property management requirements, in particular with respect to Section 8.

Ability to:

- Analyze information and situations accurately, draw sound conclusions, and take effective action
- Identify, evaluate and work out the construction problems of contractors, owners and developers, particularly property management-related problems developed in construction and identification of latent defects
- Establish and maintain cooperative working relationships with those contacted in the work
- Communicate effectively, both orally and in writing
- Supervise 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 916-326-8003 or cwinchester@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) 326-8003 or cwinchester@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 and Los Angeles. 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) servicewide 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.

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Human Resources Office
P.O. BOX 4034, MS 1410
Sacramento, CA 95812-4034

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