



PROMOTIONAL EXAMINATION CALIFORNIA HOUSING FINANCE AGENCY

California State Government – The California Housing Finance Agency is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or 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 SPECIALIST (MANAGEMENT SERVICES) Departmental Promotional Statewide Examination

Examination Type This is a departmental promotional spot examination for the California Housing Finance Agency. Examination/Employment Applications will not be accepted on an open basis. Career credits do not apply.

How To Apply Application must be received or postmarked no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked, personally delivered or received via inter-office mail after 5:00 PM on the final filing date will not be accepted for any reason.

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

Mailing Address

California Housing Finance Agency
Attn: Human Resources
P.O. Box 4034, MS 1410
Sacramento, CA 95812

File in Person Address

California Housing Finance Agency
Human Resources Office
500 Capitol Mall Drive, Suite 1400
Sacramento, CA 95814

DO NOT SUBMIT YOUR APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

Note: All applications must include “to” and “from” dates (month/year), time-base, and position title and description for each relevant position held. We will be unable to process your application without this information.

Keep a copy of your Examination / Employment Application for your records.

Please indicate on your Examination/Employment Application that you are applying for the Housing Finance Specialist (Management Services), Exam Code 6HO39.

Who May Apply This is a Departmental Promotional exam for the California Housing Finance Agency (CalHFA). In order to take this examination, as of the final filing date, applicants:

1. Must have a permanent civil service appointment with the California Housing Finance Agency, *or*
2. Must meet the provisions of State Personnel Board Rules 234, 235, or 235.2, *or*
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990, *or*
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992, *or*
5. Must be a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD.678).

For applicants under Items 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant **must** select one department in which to compete.

Final File Date **August 24, 2016**

Salary Range \$5,053 - \$6,325 per month.

Position Description The Housing Finance Specialist (Management Services) directly monitors the fiscal management operations and occupancy compliance of rental housing developments financed by CalHFA to assure that the projects are viable, fiscally sound and desirable to the rental market for the term of the Agency’s mortgage and/or Regulatory Agreement; secure and analyze periodic operating statements from the management of these projects including monthly financials and annual operating budgets and audits; maintain accurate and current reporting systems on operating expenses for Agency-financed projects; review and approve replacement reserve requests; review insurance policies to assure that they are in compliance with the Regulatory Agreement; review proposed project’s operating budget and evaluate management agent in order to provide constructive

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commentary in concept meetings where potential new loans are discussed; participate in loan closing process by determining reserves for operations, taxes, and insurance, and gathering additional information as required for loan close; identify troubled loans, analyze problems in order to make recommendations for correction; coordinate work out efforts with borrower and other Agency departments; make periodic visits to projects to assess the project management's fiscal control capability, the quality of maintenance, and to assure that occupancy levels are appropriate, review tenant files to ensure program requirements are achieved; including but not limited to the processing of electronic tenant files, conduct Management Occupancy Review for Section 8 developments and Federal subsidy requirements and Agency rules and regulations are met; coordinate Transfers of Physical Assets (TPA's) with Legal; processes section 8 rent increases; ensures project compliance with CDLAC requirements; and prepare correspondence and reports.

Qualifications Appraisal

It is anticipated that interviews will be held September 2016.

Requirements for Admittance to the Examination

Note: All applicants must meet the education and/or experience requirements for this examination by the final file date.

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.

Either I

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

OR II

Experience: Three years of experience in the fiscal management of real property, including budgeting, hiring, purchasing and accounting for profitability of projects, for a sponsor, developer, or owner of rental housing, including at least one year of experience in the management of housing developments with more than 100 apartment units. (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 exists with the California Housing Finance Agency in Sacramento and/or Culver City.

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

Examination 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.

Eligible List Information

A promotional 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.

Special Testing Arrangements

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination/Employment Application form. The Recruitment & Selection Unit will contact you to make special testing arrangements.

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 916-326-8025 or recruitment@calhfa.ca.gov California Relay (Telephone) Service for the Deaf or Hearing-impaired. From TDD phones: 800-735-2929. 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) 326-8025 or recruitment@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](http://calhr.ca.gov)), local offices of the Employment Development Department, the California Housing Finance Agency, and accessible on the internet at <http://jobs.ca.gov/Profile/StateApplication>.

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) subdivisional 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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

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
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