



# California Housing Finance Agency Job Opportunity

## Housing Finance Specialist (Management Services) Asset Manager Vacancy #487

Salary Range	\$5,053 - \$6,325
Final File Date	August 14, 2015
Division	Multifamily Programs Division, Asset Management
Specific Location	500 Capitol Mall, Downtown Sacramento
Tenure & Time base	Permanent, Full Time
Number of Positions	2
Questions?	Contact us at 916-326-8018 or Recruitment@calhfa.ca.gov for questions. California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929 or from voice phones: 800-735-2922.
Eligibility	<p><b>State Employees:</b> Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. <b>Non-State Employees:</b> To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our website's exam page at <a href="http://www.calhfa.ca.gov/about/employment/exams.htm">http://www.calhfa.ca.gov/about/employment/exams.htm</a> and on the Careers in California Government website: <a href="https://forms.spb.ca.gov/bulletins/ejv.cfm?criteria=0&amp;loc=0&amp;dept=4399">https://forms.spb.ca.gov/bulletins/ejv.cfm?criteria=0&amp;loc=0&amp;dept=4399</a>.</p> <p>To learn more about exams, how to get a job with the state and the state's hiring process in general, visit the FAQ page: <a href="http://jobs.ca.gov/GeneralInfo/FAQ">http://jobs.ca.gov/GeneralInfo/FAQ</a>.</p> <p><b>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN THE "EXPLANATIONS" BOX OF YOUR APPLICATION – ATTACH A COPY OF YOUR EXAM RESULTS OR SURPLUS LETTER. APPOINTMENT MAY BE SUBJECT TO SROA/SURPLUS RESTRICTIONS. ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED. CANDIDATE MAY BE SELECTED BY APPLICATION MATERIAL REVIEW ONLY.</b></p>
How to Apply	<p>All interested candidates must submit a completed Standard State Application (STD. 678) to:</p> <p><b>Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034</b></p> <p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application. Applications are available at the California Department of Human Resources website at <a href="http://jobs.ca.gov/Profile/StateApplication">http://jobs.ca.gov/Profile/StateApplication</a>. <b>Please do not email your application or resume. Emailed applications and/or resumes will not be accepted.</b></p> <p><b>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #487, HOUSING FINANCE SPECIALIST (MANAGEMENT SERVICES).</b></p>
Duties	<p>Under the minimal direction of the Housing Finance Chief (Management Services), Asset Management Chief, the Housing Finance Specialist (Management Services) is responsible for monitoring and controlling the fiscal management of a wide range of multifamily properties financed by the Agency, keeping the Asset Management Chief apprised of issues affecting or impacting the portfolio, and reporting on the progress of work assignments. Duties include:</p> <p><u>Essential Functions:</u></p> <p>30% Provides financial oversight of assigned portfolio of multifamily properties. Works closely with the Occupancy Specialist and Site Inspector to ensure that the properties are operating in accordance with Federal, State, and California Housing Finance Agency (CalHFA) regulations. If potential problems are identified and/or exist, develops a plan for resolution with owners/agents (O/A) and makes recommendation to the Asset Management Chief. Implements and monitors progress until the property is operationally sound. Attends monthly meeting with the asset management team (Occupancy</p>

<p><i>An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.</i></p> <p><i>It is the 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.</i></p>	<p>Specialist, Site Inspector and other Asset Managers) to facilitate sharing of information.</p> <p>25% Reviews, provides comments, and approves proposed annual operating budgets of properties within the assigned portfolio utilizing comparison data, each property's own operating history, as well as judgment based on the Asset Manager's experience. Evaluates and approves management fee for Section 8 properties. Tracks and ensures monthly financial reports are submitted. Reviews property's monthly financial reports as needed to identify cash flow problems. Reviews and approves annual audited financial statements of properties in the assigned portfolio. Calculates the Debt Coverage Ratio, occupancy percentage and determines whether earned surplus/residual receipts are due to the Agency. Conducts follow up with O/A until earned surplus/residual receipts funds are remitted. Where applicable, approves owner's distribution. Evaluate and approve annual Capitalized Operating Subsidy Reserve (COSR) payments in accordance with the Mental Health Services Act (MHSA).</p> <p>10% Conducts in-depth studies and analyses of special problems or situations affecting the portfolio. Takes the lead role to resolve any identified financial difficulties with a property. Works with Multifamily Programs, Legal and Finance to resolve troubled properties and loans. Takes the lead and works closely with Legal in the transfer of physical assets (TPA) process. Coordinates with the Site Inspector to evaluate and review capital needs items and replacement reserve requests. Directs Accounting to make disbursements from impounds and authorizes the use of impound accounts as warranted throughout the life of the loan.</p> <p>10% Compiles data including but not limited to operating income and expenses and conducts periodic analyses. Updates the Asset Management software, utilize the Agency's Enterprise Content Management system and other software applications and respond to requests for portfolio related information.</p> <p>10% Performs special projects including but not limited to ensuring assigned properties are in compliance with CDLAC resolutions, processing requests for yield maintenance and prepayment requests. Takes the lead role or participate in working groups for special assignments or implementation of new multifamily program that may require the use of Word, Excel, Power Point or other software applications as needed. Conducts meeting or training as needed.</p> <p><u>Marginal Functions:</u></p> <p>5% Works with Multifamily Programs during initial loan application. Reviews and comments on proposed operating budgets. Works with Accounting during loan closing process to prepare instructions establishing impound amounts for taxes, insurance, and other escrows for the property.</p> <p>5% Reviews annually the property, liability and earthquake insurance coverage to ensure that Agency requirements are met and follows up with O/A regarding any insurance related issues. Evaluates insurance coverage of the assigned portfolio against possible inadequate coverage.</p> <p>5% Reviews and approves requests for Section 8 rent and utility adjustments. Insures adequate documentation is received including unit turnover data and utility allowance analysis as required by HUD. Calculates new rents using Asset Management software by Housing Development Software. Prepares new Rent Schedule and obtains the O/A signature. Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other duties as assigned.</p>
<p>7/14/15</p>	