



California Housing Finance Agency Job Opportunity

Housing Finance Officer (Rental) Loan Officer Vacancy #489

Salary Range	\$6,392 - \$7,959
Final File Date	September 23, 2015
Division	Multifamily Programs Division, Lending Unit
Specific Location	500 Capitol Mall, Downtown Sacramento and/or 100 Corporate Point, Culver City
Tenure & Time base	Permanent, Full Time
Number of Positions	3
Questions?	Contact us at 916-326-8003 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>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. Non-State Employees: 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 http://www.calhfa.ca.gov/about/employment/exams.htm and on the Careers in California Government website: https://forms.spb.ca.gov/bulletins/ejv.cfm?criteria=0&loc=0&dept=4399.</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: http://jobs.ca.gov/GeneralInfo/FAQ.</p> <p>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.</p>
How to Apply	<p>All interested candidates must submit a completed Standard State Application (STD. 678) to:</p> <p>Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034</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 http://jobs.ca.gov/Profile/StateApplication. Please do not email your application or resume. Emailed applications and/or resumes will not be accepted.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #489, HOUSING FINANCE OFFICER (RENTAL).</p>
Duties	<p>Under the direction of the Housing Finance Chief, the Housing Finance Officer (Officer) is the primary contact for the Agency's preservation loan programs in the Multifamily Programs Division, Lending Unit. The Officer is responsible for developing business relationships, negotiating and underwriting multifamily loan transactions and presenting proposed loans to senior management for approval. The Officer coordinates loan origination activities with other departments in the Agency, including Asset Management, Finance, and Legal. This position will require some travel including both day and overnight trips using travel by plane and/or car; when travel is done by car, the Officer is required to drive himself/herself to such destinations. Duties include:</p> <p><u>Essential Functions:</u></p> <p>40% Evaluates mortgage loan proposals submitted to the Agency for preservation projects. Responsible for underwriting these complex loans and related documents including the following components:</p>

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.

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.

- Determines that proposals adhere to CalHFA program and mortgage lending standards, including the MHSA lending program.
- Analyzes proposals for their economic feasibility to insure that construction and operating costs may be met by proposed rent levels; and prepares and analyzes project cash flow projections.
- Carefully scrutinizes the marketability and comparability analyses, appraisals and valuations of other similar multi-unit rental projects to determine that data is factual and up to date, and that the assumptions used to reach favorable conclusions are accurate.
- Evaluates the existing Housing and Urban Development (HUD) and California Housing Finance Agency (CalHFA) project documents, local and state government housing requirements and local regulatory agreements.
- Coordinates and facilitates the flow of information regarding preservation projects with sponsor, local and state government.

35% Solicits mortgage loan proposals for preservation-related projects from developers (non-profit and for profit), local governments, consultants and other interested parties. Responds to inquiries from those same groups explaining Agency programs and program requirements. Works closely with and guides potential developers, HUD (local and national offices) and local governments in resolving problems related to proposed developments.

5% Attends pre-concept meetings with developers, local authorities and other interested parties to determine if the project (at this early stage) is feasible and can overcome potential obstacles before commitment fees are tendered by the sponsor.

5% Makes presentations and recommends approval to the CalHFA Board of Directors on development proposals.

Marginal Functions:

5% Reviews current and past HUD and CalHFA guidelines related to the management, financing and rental assistance for preservation projects. Recommends policy changes to the Preservation Financing Program guidelines; originates revisions and changes to new and existing programs.

5% Prepares credit packages, and assists in the preparation of commitment letters, monitors construction draws and assists with loan closings.

5% Participates in staff meetings, attends training, provides work status reports, handles special projects, and performs other duties as assigned.

9/9/15