

# 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 Specialist (Rental) 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:

Applications are available online at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department, and from CalHFA.

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<sup>th</sup> Floor; do not use this as a mailing address.

**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 916-326-8003).

**The Qualifications Assessment (QA) exam link or attachment will be sent to the email address you provide. All examination notifications (except the QA 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 December 17, 2018**, which will contain the instructions and the link to complete the online Qualifications Assessment (QA) examination.

Specify on your application that you are applying for Housing Finance Specialist (Rental) **Exam Code 8HO44**.

#### Final File Date

**December 14, 2018** 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

\$5,465 - \$6,841

#### 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.

**Note: In order to maintain list eligibility, competitors must participate in the current exam administration.**

#### Position Location

The resulting eligible list may be used to fill positions in Sacramento.

#### 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

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fill out their application. List all experience relevant to the “Minimum Qualifications” shown on the announcement.

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**Examination Information**

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

**QUALIFICATIONS ASSESSMENT – WEIGHTED 100%**

Candidates who do not complete or submit the Qualifications Assessment by the due date will be disqualified.

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**Minimum Qualifications**

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**

**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.

**Or II**

**Experience:** Three years of experience performing technical work in the field of mortgage underwriting which must have included underwriting for multiunit projects (at least 100 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 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.)

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**Position Description**

The Multifamily Programs Division is responsible for the financing and ongoing management of California Housing Finance Agency’s (CalHFA) Multifamily lending portfolio and subsidy programs. The division is comprised of two sections – Multifamily Lending and Asset Management. Multifamily Lending provide loans that facilitate the development, rehabilitation and preservation of affordable housing projects by partnering with localities as well as for-profit and nonprofit developers. The Multifamily division also leverages, or increases the purchasing power of, other funding sources, including funds from other state agencies, allocations from the California Debt Limit Allocation Committee (CDLAC) and the California Tax Credit Allocation Committee (TCAC). Other methods of leveraging funding sources include: providing conduit financing to encourage the construction and rehabilitation of multifamily housing, originating loans underwritten with subsidies funded by the Federal government or using funding sources approved by voter initiative.

Under the minimum direction of the Housing Finance Officer (HFO), the Housing Finance Specialist (Rental) is an advanced journey/technical adviser level position that is responsible for assisting the HFO in multifamily loan production. This includes loan origination, analysis, underwriting, and preparation of loan approval reports, reviewing various project documents, closing loans and relationship management. Duties of this position also include monitoring the loan during the construction period, anticipating maintaining closing time-lines, assisting in closing the CalHFA loans and transferring the loan to Asset Management.

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**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 policies and operations of the California Housing Finance Agency
- Real estate transactions, including appraisal and property evaluation techniques
- The mortgage loan market and basic mortgage loan procedures, especially multiunit dwelling commercial and conventional loan procedures
- Methods, principles, terminology used in appraising, buying, selling, financing, leasing, repossessing, and managing real property
- Factors affecting property values and real estate trends
- Mortgage credit requirements
- Local rental markets and affirmative marketing procedures and policies

**Ability to:**

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

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**Questions?**

Contact CalHFA's Human Resources Office at 916-326-8003 or [cwinchester@calhfa.ca.gov](mailto: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

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**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](mailto: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](http://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.

**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