

1
2 BOARD OF DIRECTORS
3 OF THE CALIFORNIA HOUSING FINANCE AGENCY

4 RESOLUTION 19-09

5
6 RESOLUTION APPOINTING DIRECTOR OF MULTIFAMILY PROGRAMS

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8 WHEREAS, the position of Director of Multifamily Programs of the California Housing
9 Finance Agency ("Agency") is currently vacant; and

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11 WHEREAS, the Agency Board of Directors is authorized to appoint an employee
12 pursuant to California Constitution Article VII, Section 4(e); and

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14 WHEREAS, a copy of the duty statement for the position of Director of Multifamily
15 Programs, which may be revised from time to time at the discretion of the Executive Director,
16 is attached hereto; and

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18 WHEREAS, it is the intent of the Board of Directors that the Director of Multifamily
19 Programs shall serve under the general direction of the Chief Deputy Director; and

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21 WHEREAS, the Board of Directors is authorized pursuant to Health and Safety Code
22 Section 50909 to set a salary for the position of Director of Multifamily Programs; and

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24 WHEREAS, Catherine (Kate) Ferguson is well qualified for the position of Director of
25 Multifamily Programs; and

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27 WHEREAS, the Board of Directors wishes to appoint Catherine (Kate) Ferguson to the
28 position of Director of Multifamily Programs of the California Housing Finance Agency.

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31 NOW, THEREFORE, BE IT RESOLVED by the members of the Board of Directors as
32 follows:

- 33
34 1. Catherine (Kate) Ferguson is hereby appointed to the position of Director of
35 Multifamily Programs of the California Housing Finance Agency, serving under the
36 general direction of the Chief Deputy Director, effective upon the administration of
37 the Oath of Office at an annual salary of \$180,000.

1 SECRETARY'S CERTIFICATE

2
3 I, Claire Tauriainen, the undersigned, Secretary of the Board of Directors of the
4 California Housing Finance Agency, hereby certify that the foregoing is a full, true, and correct
5 copy of Resolution No. 19-09 duly adopted at the meeting of the Board of Directors of the
6 California Housing Finance Agency duly called and held on the 23rd day of May 2019, of which
7 meeting all said board members had due notice; and that at said meeting said Resolution was
8 adopted by the following vote:

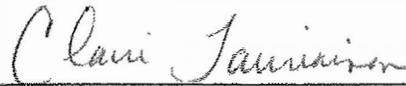
9
10 AYES: Avila Farias, Ma, Gunn (for Imbasciani), Hunter, Metcalf, Prince, Podesta,
11 Russell, Gunning

12 NOES: None

13
14 ABSTENTIONS: None

15
16 ABSENT: Johnson Hall, Gallagher, Sotelo

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18 IN WITNESS WHEREOF, I have executed this certificate hereto this 23rd day of May
19 2019.

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22
23 Claire Tauriainen
24 Secretary of the Board of Directors of the
25 California Housing Finance Agency

DUTY STATEMENT

Director of Multifamily Programs

Employee's Name				Effective Date	
Classification Director of Multifamily Programs				Division/Section/Unit Multifamily Programs Division	
Immediate Supervisor Donald Cavier				Supervisor's Classification Chief Deputy Director	
CBID	Class Code	Work Week Group	Time Base	Location Sacramento, CA	

It is CalHFA's mission to create and finance progressive housing solutions so more Californians have a place to call home.

DIVISION DESCRIPTION and POSITION SUMMARY

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).

Under administrative leadership and direction of the Chief Deputy Director, the Director of Multifamily Programs plans, organizes and directs all Agency programs that provide financing for the acquisition, rehabilitation, and preservation or new construction of rental housing that includes affordable rents for low and moderate income families and individuals. The Director of Multifamily Programs is responsible for developing and implementing the Agency's underwriting procedures and for the selection of projects to be financed as well as overseeing the multifamily housing portfolio via the Asset Management Division. The Director of Multifamily Programs leads and oversees CalHFA's Multifamily Lending and Asset Management functions and administers the Multi-Family Rental Housing Programs. The duties and responsibilities include, but are not limited to the following:

Percent of Time	Activity
50%	<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Leadership, Supervision & Guidance: Provides supervision and guidance regarding the Agency's Multifamily Lending & Asset Management functions; in partnership with various outside entities, works to develop or refine the Agency's product delivery systems. These liaisons include non-profit organizations, for-profit developers, officials with commercial banks, savings and loans, realtors, mortgage bankers, local entities such as housing and redevelopment authorities, other state agencies, and numerous federal agencies.
15%	<ul style="list-style-type: none"> • Project Review and Presentations: Responsible for approving all multifamily projects prior to presentation at Senior Loan Committee and CalHFA's Board. Ensures that all projects meet CalHFA's standards prior to closing. Provides oral and written reports to the Executive Director, Chief Deputy Director and Senior Staff of the Agency, as well as to the Board of Directors, regarding projects that are recommended for funding and other policy matters.
10%	<ul style="list-style-type: none"> • Business Development: Develops and maintains relationships with local housing agencies, affordable housing developers, and private lenders to expand CalHFA's lending footprint. Represents CalHFA at conferences and industry gatherings. Creates a new

Employee's Name	
Classification Director of Multifamily Programs	Division/Section Multifamily Programs Division
10%	<p>CalHFA Multifamily newsletter aimed specifically at the affordable housing industry.</p> <ul style="list-style-type: none"> • Program Policy: Responsible for Agency policy formulation as it relates to multifamily lending and subsidy Programs, including documents and manuals. Formulates policy with regard to new CalHFA multifamily programs and in response to a changing business environment.
10%	<ul style="list-style-type: none"> • Strategic Planning: Advises the Executive Director, Chief Deputy Director and Senior Staff in regard to all Program matters and strategic business decisions. This includes establishing Program goals and strategies for the Agency's 5-Year Business Plan.
	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Participate in senior management and staff meetings, attend training, handle special projects and perform other duties as required.
5%	
	<p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <ul style="list-style-type: none"> • Ability to analyze situations accurately, utilizing a variety of analytical techniques in order to make well informed decisions. • Ability to develop and evaluate alternatives. • Skill to gather, analyze and interpret data. • Ability to analyze and evaluate financial and accounting records and identify problems. • Ability to establish and maintain cooperative working relationships. • Ability to effectively manage and navigate complex organizational structures. Mindful of roles and responsibilities of staff and how they contribute to the broader goals of the organization. • Knowledge of various levels of government to facilitate partnerships with all levels of the housing industry. • Knowledge of housing and affordable housing related financing; general real estate principles, supply and demand economics and other multifamily demand drivers. Firm knowledge of gap financing structure and relevant federal and state programs. • Ability to lead, mentor direct reports, and provide effective guidance. <p>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</p> <ul style="list-style-type: none"> • Occasional overnight travel (20%). • Work in a high-rise building. • Work in confined/restricted working environment. • Use computer keyboard and read from computer screens several hours a day. <p>The following abilities are for most positions with or without an accommodation:</p> <ul style="list-style-type: none"> • VISION – You must have sufficient vision to perform the following duties; prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials. • HEARING – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction. • SPEECH – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction. • BENDING, STOOPING, KNEELING – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper. • SITTING OR STANDING – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this

Employee's Name		
Classification Director of Multifamily Programs		Division/Section Multifamily Programs Division
	<p>position.</p> <ul style="list-style-type: none"> • CONCENTRATION – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents. <p>PERSONAL CONTACTS</p> <ul style="list-style-type: none"> • Daily contact with the general public, all levels of departmental staff, and as well as representative from other State and county agencies. <p>SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Designated under the Conflict of Interest Code • Possession of a valid California Driver's License. 	
SUPERVISOR'S STATEMENT: I have discussed the duties of the position with the employee.		
Supervisor's Name	Supervisor's Signature	Date
EMPLOYEE'S STATEMENT: I have discussed with my supervisor the duties of the position and have received a copy of the Duty Statement.		
Employee's Name	Employee's Signature	Date
ANALYST'S STATEMENT: I have reviewed this Duty Statement.		
Analyst's Name	Analyst's Signature	Date