

DIVISION Financial Assistance	UNIT Asset Management and Compliance	POSITION NUMBER 401-208-8962-905	CLASSIFICATION Housing and Community Development Representative II
LOCATION Sacramento Headquarters	WORKING TITLE AMC Representative – Fiscal Section		EFFECTIVE DATE
SUPERVISOR NAME Doug Stebing	TITLE Housing and Community Development Manager I		INCUMBENT PROPOSED

General Statement: Under the general direction of the AMC Fiscal Housing and Community Development Manager I of the Asset Management & Compliance Branch, the incumbent is responsible for the day-to-day activities associated with overseeing the financial and programmatic operations of rental housing developments financed under a variety of the Department's rental programs.

% of Time	DESCRIPTION OF DUTIES
35%	Essential Functions: Analyze and approve annual reports and audits, including calculation of any loan payments owed to the Department, from multi-family rent-restricted projects with loans from Department programs.
25%	Work with borrower staff to obtain clarification of operating expenses and to explain Department rules regarding loan payments and following up on delinquent loan payments. This includes evaluation of project's fiscal health and whether operating reserve balances are adequate and reminding borrowers about upcoming reporting deadlines. Implement plans to correct financial and non-financial defaults and follow up to ensure that corrective plans are adhered to.
15%	Analyze and approve proposed annual operating budgets for multifamily rent-restricted projects. Communicate with borrower staff about expenses that do not comply with Department requirements. Match projected rental income with projected operating expenses to determine whether operating budget may be approved. Manage the process of loan payoffs by borrowers.
10%	Evaluate and recommend approval of requests from project borrowers, including project refinancing, sales, substitution of a general partner, change of management agent, requests for lot splits and amendments or modifications to the Department's Regulatory Agreement, Standard Agreement or other loan documents. Analyze and approve new proposed project owner and/or property manager during sale transactions or transfer of the property, to ensure the new ownership is financially sound and capable of complying with program requirements.
10%	Evaluate requests for reserve account withdrawals for approval and review and approve insurance certificates for adequate coverage. Review overall project compliance with loan program statutes, regulatory requirements, and Department written policies to ensure projects maintain affordable rents and sound fiscal integrity.

% of Time	DESCRIPTION OF DUTIES
5%	<p>Marginal Functions: Participate in special projects dedicated to process improvement in loan portfolio management and participate in staff meetings, and training sessions. Complete administrative and program related assignments such as desk manuals, technical assistance documents and program policy notices.</p> <p>Physical Requirements: The position requires the incumbent be able to see; hear; sit; drive; carry materials, stand, walk, and climb stairs at project sites; and type on a computer for extended periods of time.</p> <p>Working Conditions: The incumbent will work at an open, modular workstation in an air-conditioned high rise office with fluorescent lighting. The incumbent will use a computer. The position requires travel by car, airplane or other common carrier to projects located throughout the State, some of which are in rural areas or distressed areas of cities. This would include travel involving overnight stays.</p> <p>Supervision Received: The incumbent is directly supervised by a Housing and Community Development Manager I and may receive occasional direction from the Housing and Community Development Manager II or a Team Lead.</p> <p>Supervision Exercised: None. May act as a Team Lead for special assignments.</p> <p>Administrative Responsibilities: The incumbent updates the Department's database and has input into general policy decisions affecting loan management activities. The incumbent is required to provide reports and data to management.</p> <p>Personal Contacts: The incumbent confers regularly with project owners, sponsors and borrowers, property managers, project accountants and auditors, supportive service providers, State and local government agencies, public and private lenders, tenants, and HCD management and staff.</p> <p>Consequence of Action: The actions of the incumbent have a direct bearing on the success of the Department's housing programs, protection of the State's security for multi-millions of dollars in program loans and borrower compliance with the provisions of law.</p> <p>Other Information: Travel throughout the State may be required.</p>

EMPLOYEE STATEMENT

I have discussed the duties and responsibilities of the position with my supervisor. I certify that I am able to perform the essential functions listed with or without reasonable accommodation. I understand that I may be asked to perform other duties as assigned within my current classifications including work in other functional areas as business needs require.

Employee Signature: _____ **Date:** _____

% of Time	DESCRIPTION OF DUTIES
SUPERVISOR STATEMENT	
I certify that I have discussed the duties and responsibilities of the position with the employee.	
Supervisors Signature: _____ Date: _____	