

CLASS SPECIFICATION
Housing Loan Compliance Analyst III

FLSA Status: Exempt
Union Representation: AFSCME - Housing

GENERAL PURPOSE

This is the third level in a class series responsible for monitoring loans within the City's publicly funded residential and commercial housing loan portfolio to insure compliance, payment and enforcement of a wide variety of terms and requirements. Positions in this class perform financial and real estate analysis of primarily larger multi-family, and mixed-use property loans requiring complex repayment terms. Some smaller loans may also be reviewed and collected as department requirements dictate. Incumbents evaluate proposals brought to the loan and investment committees, and prepare and review portfolio activity reports and data to provide feedback to upper level management on maximizing investment opportunities; and to ensure compliance, financial safety and soundness of the loan portfolio; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The work of this classification involves a high degree of complexity due to the technical nature of the loans and repayment terms, and a high level of political and financial consequences if the loans are not properly managed. Incumbents organize and implement new programs and plans, and make recommendations concerning operational and strategic planning. Work requires strong organizational, interpersonal, analytical, communication and negotiations skills; and a high level of technical knowledge of various methods for structuring financial assistance; loan monitoring and compliance; and use of the loan servicing system, financial spreadsheets and other related databases and financial reporting criteria and processes. Positions operate within broad interpretations of applicable laws, governmental guidelines and city policy. Duties are performed independently under general supervision, and incumbents work collaboratively with staff in work unit and other related work groups. Incumbents may lead the work of other staff in the work unit.

Housing Loan Compliance Analyst III is distinguished from other financial or housing classifications by its responsibility for monitoring loans; collecting delinquent payments, (or overseeing the collection by other); servicing housing loans; and managing related databases and reports.

Housing Loan Compliance Analyst III is distinguished from Housing Loan Compliance Analyst II by the latter classifications duties for monitoring and servicing loans for publicly funded multi-family and commercial housing projects; and the formers responsibility for monitoring and servicing loans with complex repayment terms for larger commercial housing projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Performs a variety of financial and real estate analysis of mostly multi-family, and mixed-use properties which involve complex repayment terms to determine project risk, ensure proper project management, reserve funding, debt service coverage, and cash flow payments to ensure compliance with loan requirements and correct receipt of funds.
2. Evaluates proposals brought to loan and investment committees and participates in the decision

making process.

3. Analyzes portfolio activity reports to: provide feedback to upper level management including how to maximize investment opportunities; and ensure compliance, financial safety and soundness of the loan portfolio.
4. Tracks loan balances and complex financial requirements on loans including cash flow and equity gap loans; and reports information to management, other internal teams, auditors and borrowers.
5. Calculates and adjusts accrued interest upon conversion from construction to permanent financing, working closely with accounting staff to ensure correct and timely adjustments are made to the servicing system.
6. Designs and maintains a tracking system to ensure compliance reviews are done on an annual basis; and produces monthly audit reports on compliance findings.
7. Analyzes loan portfolios to determine current and future expected rate of return by loan type, from natural and early loan payoffs; determines payment patterns and trends, behavior and predictability and performance. Prepares quarterly audit reports on cash flow and equity gap compliance findings, as well as on the portfolio as a whole.
8. Reviews commercial and multi-family financial statements and annual reports from borrower corporations for financial safety and soundness relative to City's involvement and risk.
9. Verifies income to rent ratios for compliance through monitoring of rent rolls and rent regulatory agreements.
10. Organizes and implements new programs and plans, and makes recommendations concerning operational and strategic planning.

OTHER DUTIES

1. Works collaboratively with other work units on special projects, and loan restructures and workouts.
2. Acts as lead loan servicer; assisting other staff with loan calculations and questions; provides back up to other financial analysis staff.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Multi-family and commercial housing property management, operations and reserve requirements.
2. Commercial government loan programs involving complex repayment terms and requirements, loan servicing guidelines, and real estate transactions.
3. Methods, procedures and standards for compiling, organizing, generating and managing complex databases and reports.
4. Methods and standards for evaluation financial data, documents, statements, and performance reports associated with large commercial housing projects.
5. Principles and practices of strategic planning and operational analysis.
6. Principles, tools and techniques of project planning and management.

Ability to:

1. Perform financial analyses on large and complex commercial housing projects.
2. Monitor and service government involved housing loans with complex repayment terms.
3. Review, understand and interpret complex financial statements and notes, credit reports, and other loan related documents.
4. Analyze data, reports and documents associated with a large and diverse housing loan portfolio to determine how to maximize investment opportunities; and ensure compliance, financial safety and

soundness.

5. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
6. Organize and implement new programs and plans.
7. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders
8. Coordinate and lead the work of professional and support staff.
9. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, loan clients, title and escrow companies, lenders, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in business, finance, or a closely related field; and at least four years of progressively responsible experience in government involved commercial real estate lending; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain work assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 04-01-10

Revised: 04-27-11 – Changed Union Representation from Nonrepresented to AFSCME- Housing