



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Representative II
- **Working Title:** Telework Option: HCDRI or II
- **Salary:** \$5,652.00 - \$7,079.00 per month
  
- **Will Consider:** Housing and Community Development Representative I  
\$3,800.00 - \$5885.00 per month
- **Final Filing Date:** 11/18/21
- **Work Type/Schedule:** Permanent Full time
- **Location:** Sacramento County

### Description:

**This position is eligible for full-time telework under Government Code 14200 for eligible applicants residing in California.**

Under the general direction of the Program Manager (SSM I) of the Compliance Resolution Program, the incumbent is responsible for researching, developing, memorializing, and implementing workout agreements for loans and grants in the Department's portfolio that have significant non-compliance issues.

### Desirable Qualifications:

- Experience in negotiating complex, multi-party transactions.
- Experience working with defaulted loans, the foreclosure process and bankruptcy.
- Experience in underwriting principles of affordable rental housing projects, including but not limited to debt service coverage ratios, development costs, project sources and uses, appraisal reviews, and physical needs assessments.
- Experience in drafting real estate loan documents, coordinating real estate closings and escrow transactions.
- Ability to communicate effectively especially in handling sensitive and difficult situations, while working cooperatively with internal and external stakeholders.
- Experience effectively interpreting State and Federal statutes, regulations and guidelines.
- Strong ability to research problems and find solutions.
- Experience handling multiple projects simultaneously with good time management skills.
- Experience with Microsoft Excel, Word and Outlook, and other databases.

Please click [here](#) to apply.