



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Specialist II
- **Working Title:** Telework Option - Specialist
- **Salary:** \$ 6,496.00 - \$8,131.00 per month
- **Final Filing Date:** 01/19/22
- **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 Staff Services Manager II (SSMII), the incumbent independently provides high-level expertise, research, and analysis on technical aspects of the programs and policies of the Transactions Unit within the Division of State Financial Assistance (DSFA). With a focus on the Loan Portfolio Restructuring program and the Portfolio Reinvestment Program, the incumbent functions as an advisor and lead technical staff to assist with the most complex transactions during all phases of multifamily loan/grant closings including analysis, oversight, underwriting, change approval, construction and permanent loan/grant closing and disbursement.

Desirable Qualifications:

- Strong analytical, communication and organizational skills.
- Knowledge of general housing trends and basic finance principles.
- Knowledge and practical experience with affordable housing underwriting and loan closing practices and procedures, including documents involved in real property transactions.
- Ability to effectively deal with governmental agencies and private sector organizations.
- Practical knowledge of lending principles and financial statements
- Public speaking skills and experience in conducting training seminars.
- Competency with Microsoft Office (Word, Excel, Access) use of various software, database systems and technology.
- Experience working in an HCD Rep II classification or higher

Please click [here](#) to apply.