



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Housing and Community Development Specialist I
- **Working Title:** Telework Option: CRP Specialist
- **Salary:** \$5,913.00 - \$7,402.00 per month
- **Final Filing Date:** 06/06/22
- **Work Type/Schedule:** Permanent - Full time
- **Location:** Sacramento County

Description:

This position is eligible for hybrid telework under Government Code 14200 for eligible applicants residing in California.

Under the general direction of the Compliance Resolution Program (CRP) Section Chief, the incumbent will independently work on resolving complex default issues of Department-funded projects. The incumbent will work closely with most sections of the Department to assist in compliance matters and develop policies and procedures for CRP and the Asset Management and Compliance (AMC) Branch.

Desirable Qualifications:

- Experience in real estate financing, rental loan underwriting, drafting loan documents, and working with escrow.
- Experience in underwriting affordable rental housing projects, affordable housing finance and loan programs, and Department programs.
- Experience with legal aspects of real estate and escrow transactions, including defaults and foreclosures.
- Experience in negotiating complex, multi-party transactions.
- Ability to communicate effectively and work cooperatively with internal and external stakeholders.
- Strong ability to research problems and find solutions.
- Experience in effectively enforcing and interpreting State and federal regulations.
- Experience with policy development and implementation, drafting regulations, procedures, and training.
- Experience preparing presentational reports using large data sets.
- Experience with Microsoft Excel, Word and Outlook, and other databases.

Please click [here](#) to apply.