

**TEMPORARY EMPLOYEE CLASSIFICATION LEVELS**

**A. Loan Purchaser – Minimum Qualifications and Examples of Tasks and Equipment and Software Used**

- a. Education and Experience
  - 1. Education: Graduation from an accredited high school or possession of a high school equivalency certificate.
  - 2. Experience: Two years experience in mortgage underwriting or loan analysis
- b. Required Knowledge, Skills, and Abilities
  - 1. Working knowledge of the principles and practices of real estate financing, credit analysis, conducting loan settlements, and loan evaluation and underwriting
  - 2. Elementary knowledge of real property appraisal procedures and standards, the principles of personal financial planning, and residential construction methods
  - 3. Ability to make accurate eligibility determinations and computations based upon an analysis of pertinent data, to understand, interpret and evaluate individual and/or joint financial statements.
  - 4. Ability to use computer software applications, such as word processing, data base and spreadsheets
  - 5. Ability to communicate effectively with co-workers and others
- c. Examples of Tasks
  - 1. Review title policies and binders, Deeds of Trust, Deeds of Trust Notes to ensure complete and accurate and in accordance with Program guidelines
  - 2. Enter information into DHCD's Lender-on-Line database system
  - 3. Review setup loan status summary packages
  - 4. Evaluate loan documentation and loan collateral for programmatic and legal sufficiency and compliance with Federal and State laws and regulations
  - 5. Produce reports and analyze financial data relating to loan and document pipe lines, status of final document transmittal, purchase and funding of loans, and other reports/ data as required.
- d. Examples of Equipment and Software Used
  - 1. Personal computer
  - 2. Fax
  - 3. Photocopier
  - 4. Lender on line and Loan Tracking software
  - 5. Microsoft Office software, including Word and Outlook
  - 6. Scanning software, such as E-Cabinet

**B. Loan Processor – Minimum Qualifications and Examples of Tasks and Equipment and Software Used**

- a. Education and Experience
  - 1. Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

2. Experience: One year of experience processing and closing loans for secured mortgages or mortgage insurance.
- b. Required Knowledge, Skills, and Abilities
1. Knowledge application processing and closing rules, regulations, policies and procedures for loans and grants for single family home mortgages
  2. Skill in monitoring the progress of loans and related grants for single family home mortgages
  3. Ability to gather and verify financial information from applicants and mortgage servicers
  4. Ability to establish and maintain complete and accurate files through various stages of processing
  5. Ability to prepare reports
  6. Ability to use computer software applications, such as word processing, data base and spreadsheets
  7. Ability to communicate effectively with co-workers and others
- c. Examples of Tasks
1. Process and track files subsequent to settlement to insure that the required documents are properly completed, recorded and forwarded to program's loan servicer, and other parties, as applicable.
  2. Review and prepare report of monthly trial balance reports from loan servicer
  3. Prepare data sheet for ledger at time of loan commitment, collect statistical data, prepare monthly reports
  4. Encumber funds and maintain ledgers on individual loan accounts
  5. Use loan tracking software to process pre-closing compliance packages from participating lenders and review for completeness
  6. Use loan tracking software to set up loan file for direct loan applications and perform an initial review for completeness
  7. Scan purchased files into e-cabinet.
  8. Communicate with appropriate external parties in writing regarding information needed to prepare the loan file for the underwriting review.
  9. Coordinate the process for committing and closing direct loan applications; prepare commitment letters; e-mail closing instructions; prepare check requests
- d. Examples of Equipment and Software Used
1. Personal computer
  2. Fax
  3. Photocopier
  4. Lender on line and Loan Tracking software
  5. Microsoft Office software, including Word and Outlook
  6. Scanning software, such as E-Cabinet

**C. Closing Manager / Loan Underwriter – Multifamily – Minimum Qualifications and Examples of Tasks and Equipment and Software Used**

- a. Education and Experience
  - 1. Education: A Bachelor's Degree in Business Administration, Management, Finance or related.
  - 2. Experience: One year of experience reviewing or evaluating residential or commercial real estate projects.
- b. Required Knowledge, Skills, and Abilities
  - 1. Knowledge of fundamentals of real estate finance;
  - 2. Skill in using computerized spreadsheet applications and software;
  - 3. Ability to perform arithmetic calculations;
  - 4. Ability to develop and present reports and analyses;
  - 5. Ability to organize information and maintain schedules for multiple projects simultaneously; and
  - 6. Ability to establish and maintain effective working relationships with agency staff, developers, bank officials, attorneys, equal opportunity officers, local government officials and Federal housing department staff.
- c. Examples of Tasks
  - 1. Reviews and analyzes project information to determine if project meets State standards;
  - 2. Reviews applications for compliance with Federal and State rules, regulations, and programs;
  - 3. Maintains closing files for real estate transactions
  - 4. Monitors construction draws;
  - 5. Prepares status reports on project information for supervisors;
  - 6. Performs other related duties.
- d. Examples of Equipment and Software Used
  - 1. Personal computer
  - 2. Fax
  - 3. Photocopier
  - 4. Microsoft Office software, including Word, Excel and Outlook

**D. Loan Underwriter – Single Family – Minimum Qualifications and Examples of Tasks and Equipment and Software Used**

- a. Education and Experience
  - 1. Education: Graduation from an accredited high school or possession of a high school equivalency certificate.
  - 2. Experience: Three years of experience in conventional loan underwriting or loan modification.
- b. Required Knowledge, Skills, and Abilities
  - 1. Knowledge of mortgage loan and mortgage insurance analysis and evaluation;

2. Knowledge of Federal and State housing programs;
3. Knowledge of real estate law;
4. Knowledge of financial and accounting practices;
5. Skill in evaluating the risk involved to the State in granting loans or insurance for single family mortgages;
6. Skill in evaluating debt service coverage, real estate sites and real estate markets;
7. Skill in interpreting financial statements;
8. Skill in using computerized spreadsheet applications and software;
9. Ability to perform arithmetic calculations;
10. Ability to develop and present reports, analyses and recommendations;
11. Ability to establish and maintain effective working relationships with bank officials, attorneys, equal opportunity officers and Federal housing department staff.

c. Examples of Tasks

1. Reviews and analyzes project information, including cash flow and debt service computations and cost certification, to determine if buyer, property and loan conditions meet State standards;
2. Reviews applications for compliance with Federal and State rules and regulations, and program emphasis;
3. Determines the amount of funding needed by the applicant to secure a mortgage loan or insurance for a single family home;
4. Performs underwriting analysis to determine acceptability and the degree of risk of projects to the State;
5. Recommends approval or denial of underwriting requests based on financial risk to the State;
6. Monitors construction draws and sales of approved projects;
7. Devises plans to avert or minimize losses to the State on guaranteed loans or insurance;
8. Acts as liaison with private lenders to explain State program requirements for single family mortgage loans or insurance;
9. Prepares status reports on project information for supervisors;
10. May conduct lender training;
11. May assist in developing procedures to improve and facilitate loan processing for mortgage loans or insurance for single family homes;
12. Performs other related duties.

d. Examples of Equipment and Software Used

1. Personal computer
2. Fax
3. Photocopier
4. Lender on line and Loan Tracking software
5. Microsoft Office software, including Excel, Word and Outlook

**E. Accountant – Minimum Qualifications and Examples of Tasks and Equipment and Software Used**

a. Education and Experience

1. Education: A Bachelor's Degree in Accounting, from an accredited college or university or a bachelor's degree from an accredited college or university with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing
2. Experience: One year of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles.

b. Required Knowledge, Skills, and Abilities

1. Knowledge of generally accepted accounting principles, theory, procedures and methods;
2. Knowledge of generally accepted auditing standards;
3. Knowledge of business administration and management practices;
4. Knowledge of fiscal control reporting policies and procedures;
5. Knowledge of commercial accounting systems as related to State or federal charges and reporting requirements;
6. Skill in designing, modifying and implementing accounting methods and procedures to increase reliability and efficiency of accounting operations;
7. Skill in identifying and correcting non-conforming entries made to internal and external accounting systems;
8. Skill in applying fiscal policies in the establishment of fiscal control measures;
9. Skill in preparing, analyzing and interpreting financial reports and statements;
10. Skill in interpreting and applying State and federal laws, policies, regulations and rules to agency accounting operations;
11. Skill in using computerized fiscal applications and software to include spreadsheet software and data base applications;
12. Skill in managing work time efficiently and effectively under deadlines;
13. Ability to communicate effectively;
14. Ability to establish and maintain effective working relationships with other accountants, agency fiscal staff, agency management personnel, information processing personnel, payroll personnel, representatives from fiscal control agencies, auditors and federal officials.

c. Examples of Tasks

1. Modifies and implements manual and automated systems to meet the specific fiscal requirements of the agency;
2. Interprets and applies pertinent laws and regulations to fiscal and accounting operations;
3. Develops and revises accounting policies to improve accounting controls and efficiency;
4. Formulates internal controls to ensure the reliability and security of funds and records;

## EXHIBIT I

5. Reviews and authorizes financial transaction records for submission to fiscal control agencies;
  6. Performs reconciliations of entire accounts by determining the materiality of exceptions, selecting the proper accounting treatment, gauging the effect of adjustments on the entire system and maintaining documentation for audit trails;
  7. Prepares financial reports and statements by ensuring that accounting records provide a reliable and adequate basis for required reports, developing and implementing procedures for producing reports and analyzing and interpreting the reports;
  8. Assists with close-out by ensuring that items are properly accrued and adjusted at fiscal year end;
  9. Advises management on the status of agency accounts and recommends alternatives to improve the agency's financial position;
  10. Participates in the audit process of agency fiscal operations by providing auditors with explanations of accounting procedures, providing documentation of fiscal transactions and assisting in the formulation and implementation of corrective action plans precipitated by audit exceptions;
  11. Acts as liaison with information processing and fiscal control agencies to resolve accounting records and systems problems;
  12. Adapts procedures and formulates reporting techniques to comply with Statewide fiscal requirements and special requirements of other funding sources;
  13. May supervise Fiscal Accounts Technicians, Fiscal Accounts Clerks and related support personnel;
  14. Performs other related duties.
- d. Examples of Equipment and Software Used
1. Personal computer
  2. Fax
  3. Photocopier
  4. Lender on line and Loan Tracking software
  5. Microsoft Office software, including Excel, Word and Outlook