

## **CLASS SPECIFICATION**

### **Loan Production Specialist Code Number:**

## **GENERAL PURPOSE**

Under general supervision; independently performs rehabilitation and first-time home buyer loan and grant processing, preliminary underwriting, analysis and funding to provide affordable housing opportunities to eligible program participants; and performs related duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

Loan Production Specialist is a journey-level technical/specialized class performing the core loan, grant and certificate processing functions in the Commission's Lending/Loan Management section. Incumbents independently perform a variety of responsible functions that provide financing assistance for first-time home buyers and housing rehabilitation.

Loan Production Specialist is distinguished from Loan Servicing Specialist in that incumbents in the loan servicing class monitor, oversee, service and protect the Commission's entire loan portfolio.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Reviews loan applications of property owners and first-time home buyers to determine their financial profile and eligibility under existing lending programs administered by SDHC; advises property owners and home buyers of available financial assistance and assists in loan/grant application preparation; investigates, assembles and analyzes data; coordinates with first-time home buyers' primary lenders to obtain all necessary documentation for underwriting; evaluates applicants' credit worthiness and assesses repayment ability; verifies borrowers' assets; furnishes information regarding program rules, policies and procedures.

Prepares accurate loan packages for review and approval by SDHC management, loan committee or Commission.

Researches and analyzes credit reports, property appraisal reports, preliminary title reports, income verification documents, property insurance documents and other applicant-related material; calculates loan-to-value on property; performs preliminary loan underwriting in accordance with SDHC criteria and various loan program parameters.

Works with applicants, public agencies, creditors, lenders and title companies to assist in clearing deficiencies necessary to approve loans.

Conducts loan sign-ups with borrowers; prepares documents, closes and funds loans; prepares and forwards instructions to escrow companies and instructions to title companies for recording; prepares various HUD and Commission loan reports.

## **OTHER DUTIES**

Assists other Commission departments, governmental agencies and private sector lenders by providing technical assistance, training and/or coordination on loan programs.

Assists in developing new procedures and loan documentation formats.

Performs special loan processing or loan servicing projects, as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

HUD, state and SDHC programs, policies and procedures applicable to rehabilitation loans and grants to improve existing single-family, small multi-family and mobile home dwellings; federal, state and local programs available to first-time home buyers such as Mortgage Credit Certificates, Shared Equity Loans and Down Payment Assistance Grants; principles and practices of real estate lending, loan approval underwriting and real estate loan packaging; federal, state and Commission recordkeeping requirements; practices and techniques used to conduct credit worthiness analyses, property valuation and property title investigation; math and arithmetic calculations; effective customer relations practices; interviewing methods and procedures, particularly as they apply to the collection of personal financial/asset information.

### **Ability to:**

Operate a personal computer and other standard office equipment; understand, interpret, explain and apply detailed laws, regulations, policies and procedures pertaining to the application, packaging, processing and funding of SDHC loans/grants; organize work, set priorities and exercise sound independent judgement within established guidelines; gather data, analyze information/reports and reach correct conclusions in accordance with lending and underwriting policies and program regulations; accommodate shifting volumes of loan processing workload; work under pressure caused by high loan volume and short deadlines; communicate clearly and effectively, orally and in writing; prepare clear, concise and comprehensive reports, special analyses and other written materials; handle loan customer and private sector lender interactions with courtesy, tact and sensitivity; deal effectively with a diverse customer group; establish and maintain effective and courteous working relationships with employees, supervisors, customers, property owners, representatives of other governmental agencies, private sector lenders, escrow and title companies, 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 high school or GED equivalent, and three years' experience performing all aspects of real estate loan origination and processing in a private sector lending institution or a similar governmental housing assistance agency; college-level course work in accounting, finance or a related discipline is desirable; or an equivalent combination of training and experience.

### **Licenses; Certificates; Special Requirements:**

A valid California driver's license may be required for certain projects.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk and hear, both in person and by telephone; use hands repetitively to operate finger, handle or feel computers and office equipment; and reach with hands and arms. Employees are occasionally required to stand and walk and lift up to 10 pounds.

Specific vision abilities required by this job include close and color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read, interpret and analyze data and information; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform detailed work on multiple, concurrent tasks with changing deadlines and frequent interruptions; interact with supervisors, customers, property owners, coworkers, the public and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.