



City of Los Angeles

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City of Los Angeles Personnel Department

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FINANCIAL DEVELOPMENT OFFICER

Class Code: 1571

Open Date: 03-13-15

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$82,580 to \$120,749 and \$88,614 to \$129,581

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Financial Development Officer develops, secures, analyzes, and recommends financing for the development of affordable housing projects, including new construction, multi-family rehabilitation, and owner-occupied single-family rehabilitation projects; reviews and monitors the loan development process; manages a loan portfolio, including resolving delinquencies, supervising or conducting collections and write-offs; provides project management expertise and technical assistance in negotiating the financing of housing projects; recommends housing policies and programs; develops and reviews contracts for approval by department management; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

REQUIREMENTS

1. Graduation from an accredited four-year college or university **and**
 - A. Three years of full-time paid professional experience in real estate development financing, including analyzing, reviewing, and formulating recommendations regarding construction financing or complex real estate financing, **or**
 - B. Three years of full-time paid professional experience in developing or implementing financing programs, including analyzing and evaluating financing data related to loan programs; **or**
2. Two years experience in a class at the level of Management Analyst with the City of Los Angeles that provides the type of experience specified in Requirement 1.

NOTES:

1. **In addition to the regular City application, all applicants must complete the Financial Development Officer Qualifications Questionnaire at the time of filing. The Financial Development Officer Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.**
2. Applicants lacking six months of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. A valid California driver's license is required prior to appointment. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
4. Employees of this class are required to conduct performance-based monitoring of loans, which necessitates travel to various locations within Los Angeles. Financial Development Officers shall provide their own efficient transportation for the performance of these duties. Mileage will be paid according to established rules.
5. One year of the experience specified in Requirements #1 and #2 must have been in a property development, property improvement or an urban improvement program. Experience with federal and state housing financing programs and knowledge of tax credit syndication is highly desired.
6. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that required possession of a degree from a recognized four-year college or university in order to obtain that position. Therefore, to be considered "professional," non-City qualifying experience must be gained in positions after obtaining a four-year degree.
7. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications and Qualifications Questionnaires must be received by **THURSDAY, MARCH 26, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from March 13, 2015 in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Financial Development Officer may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of a Financial Development Officer based solely on the information submitted for qualifications review will continue in the selection process

SELECTION PROCESS

Examination Weights:	Essay	Advisory
	Interview	100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training and background as they demonstrate the knowledge of: the conventional financing process; the basic components of a promissory note, deed of trust, and loan agreement; affordable housing development financing components; bankruptcy and probate regulations and their relevance; major Federal and State affordable housing lending programs and applicable requirements and regulations; the Uniform Relocation Act; the affordable housing development process; supervisory principles and practices, including assigning, reviewing, training and counseling subordinate personnel; pertinent City and Personnel Department rules, policies, and procedures, including Equal Employment Opportunity; and the ability to plan, coordinate and direct the work of subordinate personnel; fulfill supervisory Equal Employment Opportunity responsibilities; prioritize projects; interpret and apply relevant Federal, State and local laws; understand the components of contractual agreements; evaluate and interpret relevant financial documentation; engineer and implement work outs; maintain objectivity and exercise independent judgment; negotiate effectively; work independently and with others to complete assignments; make oral presentations; communicate orally on a one-to-one or one-to-group basis in a clear, concise and accurate manner; interact tactfully with other City departments, clients, public officials, property owners, developers, title officers, contractors, architects, lenders, and investors; and other necessary skills, knowledge and abilities.

Prior to the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Financial Development Officer. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified later by e-mail of the time and location of the advisory essay test which will take place in Los Angeles and will be administered in a single half-day session on **SATURDAY, MAY 9, 2015**.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interview will begin during the period of **JUNE 1, 2015 TO JUNE 12, 2015**.

NOTES:

1. This examination is based on a validation study.
2. Applications are accepted subject to review to ensure minimum qualifications are met. Candidates may be disqualified at any time it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
4. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.

NOTICE:

If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.