

Department of Health Care Access and Information**Duty Statement**

Proposed

Employee Name Vacant	Organization Office of Health Facility Loan Insurance	
Position Number 441-400-5119-XXX	Location Sacramento	Telework Option Hybrid workplace with a default minimum of four in-person days per work week; additional telework days may be considered based on operational needs. You must be a resident of California.
Classification Associate Health Facility Construction Financing Analyst	Working Title Account Manager	

General Description The Associate Health Facility Construction Financing Analyst performs the various phases of work involved in the review and analysis of applications for State loan insurance for the acquisition, renovation, or construction of health facilities, including determining the need, financial feasibility, community benefit, and the potential risks of the issuance of loan insurance. The incumbent analyzes, reviews, and negotiates financial reports, construction plans, and legal documents, and participates in the loan closing; monitors construction progress, borrower financial performance, loan payments, and compliance with loan documents of insured projects; and develops appropriate courses of action in cases of financial default.	
Supervision Received	Reports directly to a Health Facility Construction Financing Officer.
Supervision Exercised	None
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone and computer terminals, frequent contact with employees and the public. Requires mobility to various areas of the Department of Health Care Access and Information (Department) work areas. Requires occasional travel, sometimes overnight, by plane, bus, van, taxi, and car, including congested rural areas. May be requested to provide courier service to State and private offices within the city. Must be available for meetings anywhere in the State when scheduled, and occasionally on short notice. Requires ability to work simultaneously on multiple projects and tasks with critical deadlines. Must be knowledgeable of current office practices and procedures. Typical working hours are 8 a.m. to 5 p.m.

Job Duties

E = Essential, M = Marginal

45% E Develop screening criteria and analyze application and financial statements for the Small Rural Hospital Relief Program (SRHRP) grants.

Loan Insurance Applications

Respond to inquiries of potential applicants for loan insurance by making written and oral presentations to the board of directors and management of non-profit or governmental entities and other interested parties, including underwriters, attorneys, accountants, trustees, and rating agencies. Review, evaluate, and analyze applicant's financial statements, feasibility studies, projections, historical utilization, project scope, construction plans, property maps, and environmental reviews in order to determine the risk and feasibility of moderately complex applications for loan insurance; and counsel applicants on the correction of application deficiencies. Meet with federal, State, and local government agencies, which provide reimbursement for services to the clients/patients of the applicant to ascertain whether the proposed project meets the goals of those agencies and will be funded adequately if the loan is insured by the Department. Prepare the Project Summary and Feasibility Analysis, and the Risk Assessment and Community Needs/Benefits Assessment; and make recommendations to the Health Facility Construction Financing Officer and Deputy Director regarding the approval of loan insurance. Present and discuss the Project Summary and Feasibility Analysis with the Advisory Loan Insurance Committee and Department Executive Staff. Review all transaction [legal] documents, construction plans, construction contracts, parcel maps, and property descriptions before the date of formal loan closing to assure that required provisions, covenants, and terms are incorporated, and that all documents necessary for closing have been completed and properly executed. Represent the Department at the closing of the financing to assure all legal documents and required filings are completed and validate the loan insurance premium.

30% E **Project Monitoring/Management**
Visit the project construction site to verify construction progress; coordinate with the owner and trustee the periodic disbursement of funds from the construction fund; monitor change orders and project changes of "scope"; and obtain the final construction disbursement verification. Report material construction cost, timing, and labor or material issues to the Health Facility Construction Financing Officer. Conduct site visits at insured facilities and complete site visit reports. Monitor loan payments to the Trustee. Assure compliance with all the transaction documents. Respond to specific post construction requests, such as, lien releases, subordinating liens, additional borrowing requests, acquiring or disposing of property, and terminating Department insurance. Update the Tracker and Experian Baker Hill programs for insured loans and analyze the financial performance of insured credits.

20%	E	<p>Restructuring Problem Projects</p> <p>Oversee the development of written turnaround business plans to mitigate potential or ongoing financial defaults for moderately complex projects to protect the interest of the insured Corporation, the Health Facility Construction Loan Insurance Fund (HFCLIF) and the General Fund. Assist and monitor the Corporation in the implementation of a turn-around business plan. Work in collaboration with projects in default, under the supervision of a Health Facility Construction Financing Officer or with a Health Facility Construction Financing Specialist team leader.</p> <p>Assist in the review and analysis of applications for the Small and Rural Hospital Relief Program (Health and Safety Code, Section 130075) and Distressed Hospital Loan Program (Assembly Bill 112)</p>
5%	E	Other duties as assigned.

Other Expectations

- Show initiative in making work improvements, identify and correct errors, initiate work activities, and deliver completed staff work.
- Demonstrate a commitment to perform all work required in necessary time periods, with efficiency, accuracy, and professionalism.
- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to performing work in a confidential manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date