

**Department of Health Care Access and Information**

**Duty Statement**

Proposed

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Facility Loan Insurance	
<b>Position Number</b> 441-400-5084-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> 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.
<b>Classification</b> Health Facility Construction Financing Analyst	<b>Working Title</b> Account Manager	

<b>General Description</b> The Health Facility Construction Financing Analyst participates in 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 and identifying potential risks; makes recommendations regarding the issuance of loan insurance commitments; assists with the review of legal documents and participates in the loan closing; monitors financial performance, loan payments and compliance with loan documents of insured projects; and prepares reports.	
<b>Supervision Received</b>	Reports directly to a Health Facility Construction Financing Officer.
<b>Supervision Exercised</b>	None
<b>Physical Demands</b>	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.
<b>Typical Working Conditions</b>	Requires prolonged sitting and use of telephone and video data terminals and 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 and 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

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|-----|---|---|
| 30% | E | <p><b>Loan Application Applications</b></p> <p>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.</p> |
| 30% | E | <p><b>Financial Analysis</b></p> <p>Update financial spreadsheets contained in the Moody's Financial Analyst program for all assigned loans. Analyze monthly or quarterly unaudited and annual audited financial statements and Moody's financial reports to determine the financial trends of the project.</p>   |
| 30% | E | <p><b>Project Monitoring/Management</b></p> <p>Monitor principal, interest and insurance payments for each insured loan. Assist in analyzing specific project requests, such as: lien releases; subordinating liens; additional borrowing requests; acquiring or disposing of property; and terminating Department insurance. Assure compliance with all the transaction documents and legal requirements. Evaluate whether each borrower has met the insurance requirements of the Regulatory Agreement. Create and maintain a database system to monitor commercial insurance coverage requirements for insured loans.</p>  |

10% E

**Report Writing, Professional Meeting Participation, and other duties**

Prepare or assist in the preparation of reports to Department administration and others, including rating agencies, the Legislature, other state and municipal agencies, underwriters, and purchasers of Cal-Mortgage insured loans. Assist in developing oral and written presentations to the Advisory Loan Insurance Committee. Accompany and assist senior project officers on site visits or construction drawdowns for insured facilities. Attend meetings of Healthcare Associations to learn about healthcare delivery systems and to inform potential applicants of the Cal-Mortgage Program.

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)

**Other Expectations**

- Show initiative in making work improvements, identify and correct errors, initiate work activities, and deliver completed staff work.
- Successfully complete work assignments and meets deadlines, as required.
- 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

## Department of Health Care Access and Information

### Duty Statement

Proposed

<b>Employee Name</b> Vacant	<b>Organization</b> Office of Health Facility Loan Insurance	
<b>Position Number</b> 441-400-5119-XXX	<b>Location</b> Sacramento	<b>Telework Option</b> 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.
<b>Classification</b> Associate Health Facility Construction Financing Analyst	<b>Working Title</b> Account Manager	

<b>General Description</b> <p>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.</p>	
<b>Supervision Received</b>	Reports directly to a Health Facility Construction Financing Officer.
<b>Supervision Exercised</b>	None
<b>Physical Demands</b>	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.
<b>Typical Working Conditions</b>	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	<p><b>Loan Insurance Applications</b></p> <p>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.</p>
30%	E	<p><b>Project Monitoring/Management</b></p> <p>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.</p>
20%	E	<p><b>Restructuring Problem Projects</b></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</p>

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.

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)

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.

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Employee Signature/Date

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Supervisor Signature/Date