



HEALTH FACILITY CONSTRUCTION FINANCING ANALYST

Exam Code: 9SHAC

Department: Department of Health Care Access and Information

Exam Type: Departmental, Open, Spot

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Health Facilities Construction Financing Analyst – \$3,534.00 - \$5,744.00 per month.

For more information view the [classification specification](#).

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Applications are accepted continuously throughout the year; however, they will only be processed during the administration period following the cut-off dates listed below.

- January 17, 2024
- June 17, 2024

Applications sent via mail must be postmarked by the cut-off date. Applications received via hand delivery or interagency mail after 5:00pm on the cut-off date will be held for the next administration period. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing. State applications must have an original signature. The examination title must be indicated on the application. Faxed applications will not be accepted.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **9** months.

Bulletin Revision Date: 6/14/2023

HOW TO APPLY

You may submit your examination application using one of the following three methods:

1. Email your application and required documents to HRExams@hcai.ca.gov.
2. Via mail to the address listed below.
3. In person at the address listed below during regular business hours (8:00 a.m. to 5:00 p.m.).

Mail or Hand deliver apps to:

**Department of Health Care Access and Information
Human Resources Services Section
Attention: D. Barker
2020 West El Camino Avenue, Suite 1016
Sacramento, CA 95833**

DO NOT SUBMIT DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). AT THIS TIME, THE DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE. ALL APPLICATIONS MUST INCLUDE A CURRENT VALID E-MAIL ADDRESS AS EXAMINATION NOTICES WILL BE SENT VIA EMAIL.

- [State Application \(STD. 678\)](#)
- [Qualifications Assessment Questionnaire and signed Affirmation Statement](#)
- **Proof of completion of the required education (copies are acceptable)**

Note: Application packages submitted without all of these documents will be rejected.

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark “yes” for question #10 on the State Application STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Unit will contact you to make special testing arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to ensure you meet the minimum qualifications stated on this announcement. Your signature on the State Application (STD. 678) indicates that you have read, understood, and possess the minimum qualifications required.

Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the minimum requirements does not assure a place on the eligible list.

Note: All State Applications (STD.678) must include: "to" and "from" dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. State Applications (STD.678) received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

HEALTH FACILITIES CONSTRUCTION FINANCING ANALYST

Equivalent to graduation from college, preferably with a major in business administration, accounting, real estate, economics, finance, or construction management. Technical or analytical experience in one or a combination of the following may be substituted for the required education on the basis of one year of experience equals one year of college education:

1. Construction or mortgage loan underwriting, originating, processing, closing, or evaluating lender or borrower performance with an institutional lender or investor, Federal Housing Administration, Veteran's Administration, Federal National Mortgage Association, or comparable Federal or State agency.
2. Managing investment portfolios including the responsibilities for investment decisions or recommendations, research, credit analyses, and due diligence for retirement plans, corporations, or public jurisdictions.
3. Serving as the financial advisor in a managerial capacity for a corporation, retirement plan, or public jurisdiction.

POSITION DESCRIPTION

HEALTH FACILITIES CONSTRUCTION FINANCING ANALYST

This is the entry, training, and first working level of the series. Under close supervision, incumbents are assigned duties and responsibilities commensurate with their backgrounds and abilities and perform work of average difficulty when assigned the more routine projects or when assisting on the more complex projects. This includes analyzing and evaluating feasibility studies and the applicant's financial capacity (liquidity, equity, and cash flow) to undertake the project.

POSITION LOCATION

Spot location for Sacramento county only.

EXAMINATION SCOPE

This examination consists of the following components:

Qualification Assessment Questionnaire – Weighted 100% of the final score.

The examination will consist solely of a **Qualification Assessment Questionnaire**.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge and Abilities

Knowledge of: Programs, policies, and organization of the California Health Facility Construction Loan Insurance Program; computer software for financial and investment analyses; financial feasibility study research methods and techniques.

Ability to: Learn and apply technical construction loan finance methods and procedures; establish and maintain cooperative relationships and effective communications; prepare clear and concise reports; analyze and evaluate data and information accurately and draw sound conclusions; reason logically; perform computations accurately; consult with others on construction finance matters; and analyze and interpret financial statements and use word processing and spread sheet software programs.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **HEALTH FACILITIES CONSTRUCTION FINANCING ANALYST** will be established for:

DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits are not granted for the examinations administered on an Open basis or Promotional basis.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

CONTACT INFORMATION

Department of Health Care Access and Information
Human Resources Services Section
2020 West El Camino Avenue, Suite 1016
Sacramento, CA 95833
Phone: (916) 326-3230

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Department of Health Care Access and Information website: <https://hcai.ca.gov/>

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this

objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Health Care Access and Information reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.



**DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION
HUMAN RESOURCES SERVICES SECTION
QUALIFICATIONS ASSESSMENT**

HEALTH FACILITY CONSTRUCTION FINANCING ANALYST

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the HEALTH FACILITY CONSTRUCTION FINANCING ANALYST, with the Department of Health Care Access and Information (HCAI). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by OSHPD to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is **required** that you **personally complete** this examination accurately and without assistance.

You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions in this Qualifications Assessment. Candidates who fail to follow the instructions will be eliminated from this examination.

THIS AFFIRMATION MUST BE COMPLETED.

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

E-mail: _____

Signature: _____

Date: _____

YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE. PLEASE OBTAIN A COPY OF THE COMPLETED QUALIFICATION ASSESSMENT FOR YOUR RECORDS.

Applicants must submit both the [State Examination/Employment Application \(STD. 678\)](#) and Qualification Assessment by mail or in person to:

**Department of Health Care Access and Information
Human Resources Services Section
Attention: Exam Unit
2020 West El Camino Avenue, Suite 1016
Sacramento, CA 95833**

GENERAL INSTRUCTIONS

Read instructions carefully

Do not attach any additional documents to this Qualifications Assessment or send any forms/documents in advance.

This process is the entire examination for Health Facility Construction Financing Analyst. Therefore, please be sure to follow the instruction carefully as missing or incomplete information may result in disqualification or a lower score. Additional instructions are provided on the following pages.

If successful in this examination, your name will be placed on an eligible list for the classification listed above. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for Health Facility Construction Analyst. You must ensure you have addressed each of the following areas:

- Affirmation Statement (page 1)
- General Instruction (page 2)
- Prior State Employment Information (page 3)
- Conditions of Employment (page 4)
- Instructions for the Qualifications Assessment (page 5)
- Health Facility Construction Financing Officer Work Experience (pages 6-17)

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Qualifications Assessment will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list(s)
- Loss of State employment
- Loss of right to compete in any future State examinations

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings.

DO NOT COMPLETE THIS SECTION IF THIS DOES NOT APPLY TO YOU.

Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

After the eligible list release, please notify OSHPD promptly of any address changes or availability for employment at the following address:

**DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION
Human Resource Services Section
2020 West El Camino Avenue, Suite 1016
Sacramento, CA 95833**

CONDITIONS OF EMPLOYMENT FORM

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

LOCATION YOU ARE WILLING TO WORK

CHECK ALL THAT APPLY

LOS ANGELES COUNTY

SACRAMENTO COUNTY

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) – you may check “(A) Any” if you are willing to accept any type of employment.

(D) Permanent Full-Time **(R) Permanent Part-Time** **(K) Limited-Term Full-Time** **(A) Any**

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

INSTRUCTIONS

Using the rating scale(s) below, you will self-rate your knowledge and experience performing specific job-related actions.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 - KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 - EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have more than 3 years of experience performing this action **and** I have instructed others on this specific action.

Moderate Experience

I have more than 2 years, but less than 3 years of experience performing this action **and** I can perform it independently.

Basic Experience

I have more than 1 year, but less than 2 years of experience performing this action **and** I have performed it regularly with minimal or no assistance.

Limited Experience

I have less than 1 year of experience in performing this action **and** I may require assistance for successful performance.

No Experience

I have never performed this action.

1. Perform economic and financial need analyses on proposed loan insurance.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

2. Negotiate terms and conditions of each insured loan transaction.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

3. Attend healthcare association conferences to stay informed about trends and changes in the healthcare industry.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

4. Market services at various conferences to promote new business.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

5. Assist in the approval of the financing structure.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

6. Approve the disbursement of funds for construction projects.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

7. Monitor the borrower's performance in repaying debt.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

8. Analyze the assumptions used in financing feasibility studies.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

9. Evaluate population demographics.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

10. Analyze an applicant's financial capacity to undertake a project.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

11. Review proposed project budget to ensure project financing is sufficient.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

12. Analyze the historical financial performance of applicants to establish the ability to service new and existing debt.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

13. Examine the value of corporation assets to determine the financial health of the corporation.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

14. Review proposed project entitlements to obtain building permits prior to construction.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

15. Assess the community benefit of the project to ensure it meets the community needs.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

16. Investigate the strengths and weaknesses of applicant's management to oversee daily operations.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

17. Travel to construction sites to verify progress.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

18. Analyze reasons for debt service payment problems.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

19. Recommend corrective action to management for financial defaults.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

20. Assist in the preparation of a project summary and make a recommendation.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

21. Assist in the review of legal documents.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

22. Ensure all documents necessary for closing have been obtained and properly executed.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

23. Assist in analyzing specific project requests.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

24. Evaluate each borrower has met the insurance requirements.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

25. Assist in the preparation of reports to inform stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

26. Assist in developing oral and written presentations.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

27. Assist in the preparation of legal documents.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

28. Analyze a borrowing request to acquire new debt.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

29. Promote confident and cooperative working relationships with staff and stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

30. Maintain confident and cooperative working relationships with staff and stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Knowledge

31. Prepare various reports.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

32. Prepare various written documents and emails.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

33. Field incoming calls from staff and stakeholders.

Knowledge related to performing this action

- Extensive Knowledge
- Moderate Knowledge
- Basic Knowledge
- Limited Knowledge
- No Knowledge

Experience related to performing this action

- Extensive Experience
- Moderate Experience
- Basic Experience
- Limited Experience
- No Experience

**THIS CONCLUDES THE QUALIFICATIONS ASSESSMENT FOR
HEALTH FACILITY CONSTRUCTION FINANCING ANALYST.**

Please refer to page one for mailing instructions.