



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Direct Loan Policy Research Specialist in the Multifamily Finance Division

Job Posting Number: 18-054	State Classification: Planner II/0517
Division: Finance	State Pay Grade: B19
Department: Multifamily	Posting Date: July 31, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$ 4,583.34 - \$4,750 mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs complex (journey-level) research, data analysis, planner and technical assistance work to aid in the planning, development and implementation of Department's Multifamily Direct Loan Program. Work involves quantitative analysis, research and writing major segments of Department planning documents and rules; and data mining efforts to improve business processes and inform policy. Work will also include assisting in developing and implementing agency programs and providing technical assistance to program staff, governmental agencies, community organizations, or the general public. May train others. Works closely with the Multifamily Direct Loan Administrator under general supervision of the Division Director, as well as significant interaction with the Director of Programs. The position provides for moderate latitude for the use of initiative and independent judgment.

SPECIFIC JOB FUNCTIONS

- Collects, organizes, and analyzes data required in the development of Board policy, allocation plans, multifamily rules and other resources to allocate and fund multifamily development with Federal resources.
- Determines trends, analyzes problems to arrive at possible alternative solutions and provides written regulatory, policy and operational planning documentation for the Multifamily Division.
- Works collaboratively with the Department's Fair Housing Team in the development and management of protocols and data management systems to affirmatively further fair housing in the administration of the Department's multifamily programs



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- Provides technical assistance to potential applicants and stakeholders including presentations on program rules and regulations, program development and service delivery.
- Represents the Division and Department at roundtables, public meetings, public hearings, industry conferences, committee meetings, and department board meetings. Interacts with state and local elected officials, the media and public interest groups. Makes presentations and provides training/technical assistance to community and professional groups, developers, lenders, investors, etc. to stimulate interest in the program.
- Becomes well versed and cross-trained in all multifamily programs administered and activities conducted by the Division.
- Will perform work related to Multifamily National Housing Trust Fund, in conjunction with HOME, and other state and federal multifamily programs, which includes performing and/or assisting with application reviews, commitment of funds, loan closings, draws, close out, and use of the Housing Contract System.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Multifamily Division, including performing risk assessments of the division's high impact processes and identifying and communicating controls to mitigate unacceptable risks.
- May assist in the development preparation and monitoring of performance measures.
- Performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited four-year college or university with major coursework in urban or regional planning, economics, business or public administration, statistics, English, management information systems or a field related to the position is highly preferred.
- Must have some experience in planning and research work, quantitative data analysis work or the affordable housing industry.
- Experience with federal multifamily loan programs desired but not required.
- Experience gathering and analyzing large datasets, Census products, affordable housing data.
- Experience in analyzing state and/or federal laws, regulations and statutes desired.
- Education and experience may be substituted for one another on a year for year basis.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Knowledge of government organization, practices of public administration and planning methods. Reviews, analyzes and evaluates the impact of legislation, regulations and



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policy related to the development of affordable housing and federal fund sources occurring at the national and state level and make appropriate recommendations to Department activities

- Ability to plan, organize and direct the work of a group of people; to gather, assemble, correlate and analyze facts and devise solutions to complex administrative and operational problems.
- Knowledge of the principles, practices, and techniques of relational database structures and modeling; systems design, of current database technologies; and of data analysis techniques.
- Ability to analyze complex financial or statistical information.
- Knowledge of Microsoft Access or similar database program and Microsoft Excel.
- Knowledge of quantitative analysis and research methods, principles and techniques.
- Ability to evaluate research data and communicate analysis and policy initiatives effectively.

PHYSICAL REQUIREMENTS:

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.



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- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen. Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement. The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded. The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.