



# City of Los Angeles

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City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## FINANCIAL DEVELOPMENT OFFICER

**Class Code: 1571**

**Open Date: 07-29-22**

**(Exam Open to All, Including Current City Employees)**

### **ANNUAL SALARY**

\$96,674 to \$141,336 and \$103,731 to \$151,672

### **NOTES:**

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. Annual salary is at the start of the pay range. The current salary range is subject to change. Please 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 and preservation of affordable housing projects, including acquisition, new construction, rehabilitation, recapitalization and refinancing; reviews and monitors the loan development process and project operations processes; 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 group; fulfills equal employment opportunity responsibilities; and does related work.

### **REQUIREMENTS/MINIMUM QUALIFICATIONS**

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, affordable housing development or financing, and/or affordable housing conduit bond financing, which includes 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, which includes analyzing and evaluating financing data related to loan programs. One year of which must have been in a property development, property improvement or an urban improvement program; **or**
2. Two years of full-time paid professional experience with the City of Los Angeles in a class at the level of Management Analyst that provides the type of experience specified in Requirement 1.

### **PROCESS NOTES**

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. A valid California driver's license is required prior to appointment. Applicants with an out of state driver's license must submit prior to appointment the equivalent of a California driving history from the state where the applicant's driver's license was obtained. 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).
3. Upon appointment, a Financial Development Officer will be required to furnish an automobile, properly insured, for use in City service. Mileage will be paid on the basis of established rates.
4. Experience with federal and state housing financing programs and knowledge of tax credit syndication is highly desired.
5. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from an accredited 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.
6. 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>.
7. Candidates completing the examination process will be contacted by the Personnel Department to provide required proof of qualifying degree. Applicants who wish to expedite this process may attach a copy of their qualifying degree to their on-line application at the time of filing in the Attachments section.

### **WHERE TO APPLY**

Applications will only be accepted on-line on the dates listed in the "Application Deadline" section of this bulletin. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity>.

### **NOTE:**

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

### **APPLICATION DEADLINE**

Applications will only be accepted on-line on the dates listed below:

**From 8:00 am Friday, July 29, 2022 to 11:59 pm, Thursday, August 11, 2022**

**From 8:00 am Friday, July 21, 2023 to 11:59 pm, Thursday, August 3, 2023**

The examination may close without prior notice at any time after a sufficient number of applications have been received. Filing periods may change without prior notice or additional dates may be added, as needed, at a later date. For administrative purposes, filing will close periodically and reopen on the dates noted in the "Application Deadline" section of this bulletin.

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 selection process 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 based on a random sampling of those qualified candidates. Applicants not selected to be tested may re-apply in a subsequent filing period in order to be considered for that period's selection process.

### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

For additional information and FAQs regarding the City's hiring process, please go to: <https://per.lacity.org/faqs/employment-testing-process.html>

**SELECTION PROCESS**

**Examination Weights: Technical Exercise ..... Advisory**  
**Interview ..... 100%**

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, the following competencies may be evaluated: Mathematics; Analytical Ability; Self-Management; Interpersonal Skills; Credibility; Written Communication; Leadership; Industry Knowledge, including knowledge of: affordable housing development financing components; affordable housing asset management and compliance; the conventional financing process; major Federal and State affordable housing lending programs, and their requirements and regulations; basic components of a promissory note, deed of trust, and loan agreement; financial documents; financing requirements for the rehabilitation of affordable housing; mathematical concepts related to real estate financing such as amortization, cash flow and loan to value ratio; uses and capabilities of computer based financial analysis tools and basic financial calculators; and other necessary knowledge, skills, and abilities.

Additional job analysis information can be obtained by going to <https://per.lacity.org/jobs/job-analyses.cfm> and clicking on Competencies under Financial Development Officer.

Prior to the interview, candidates will be required to prepare some technical, written material related to the duties and responsibilities of a Financial Development Officer. This material will not be separately scored, but will be presented to the interview board for review and consideration, which may include discussion, in the overall evaluation of the candidate. Those who do not complete the advisory technical exercise will not be invited to the interview and will be considered to have failed the entire examination. To be considered complete, the advisory technical exercise must include a substantive response for each question or problem included in the advisory technical exercise for which a candidate is required to provide an answer. Please note that candidates must complete the advisory technical exercise and meet the minimum qualifications as stated on this bulletin in order to be considered further in the examination process.

The advisory technical exercise will be administered on-line. Candidates invited to participate in the examination will receive an e-mail from the City of Los Angeles outlining the specific steps needed to complete the on-line advisory technical exercise. Candidates who fail to complete the advisory technical exercise as instructed may be disqualified.

For candidates who apply between **Friday, July 29, 2022 and Thursday, August 11, 2022**, it is anticipated that the on-line advisory essay will be administered between **Monday, September 19, 2022 and Monday, September 26, 2022**.

For candidates who apply between **Friday, July 21, 2023 and Thursday, August 3, 2023**, it is anticipated that the on-line advisory essay will be administered between **Monday, September 11, 2023 and Monday, September 18, 2023**.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles or on-line.

For candidates who apply between **Friday, July 29, 2022 and Thursday, August 11, 2022**, it is anticipated that interviews will begin during the period of **OCTOBER 17, 2022 to OCTOBER 28, 2022**.

For candidates who apply between **Friday, July 21, 2023 and Thursday, August 3, 2023**, it is anticipated that interviews will begin during the period of **OCTOBER 9, 2023 to OCTOBER 20, 2023**.

**NOTICE:**

Test dates may be postponed in order to help protect the safety of our candidates and prevent the spread of COVID-19. Candidates will receive an e-mail from the City of Los Angeles Personnel Department if the anticipated test dates are postponed.

**NOTES:**

1. This examination is based on a validation study.
2. 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](http://per.lacity.org/exams/verify_disability.pdf).
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. 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.
5. 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 continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
6. You may take the Financial Development Officer advisory technical exercise only once every 24 months under this bulletin. If you have taken the Financial Development Officer advisory technical exercise within the last 24 months, you may not file for this examination at this time.
7. Your rank on the employment list may change as scores of candidates from other administrations of this examination are merged onto one list.
8. Your name may be removed from the open competitive list after six (6) months.
9. A final average score of 70% or higher is required to be placed on the eligible list.
10. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22, and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.
11. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment may be found at: [https://ckrep.lacity.org/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://ckrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf).

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. All City employees are required to be Disaster Service Workers.*

**THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND 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.