



DUTY STATEMENT	
Classification: Loan Officer (24-Month Limited-Term)	Position Number: 835-782-7480-007
Division/Office/Section: MMLA/FiRM/Financial Resources Section A/Loans Unit	
Location: 1001 I Street, Sacramento, CA 95814	Effective Date:
Employee's Name: Vacant	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Bruce Quigley	
Collective Bargaining Identifier (CBID): R01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under general direction of the Staff Loan Officer (Supervisor), the Loan Officer analyzes commercial loan applications for repayment ability and adequacy of collateral, performs duties related to the collection of defaulted loans including loan restructuring and modifications, and responds to the more complex inquiries from applicants and borrowers. This position involves travel approximately 5% of the time and may include flexibility of work schedule and overnight stay.

ESSENTIAL FUNCTIONS

- 45% Analyze new loan applications (including financial statements and tax returns) to verify project funding, collateral valuation, matching funds, and ensure the borrower has the ability to repay loan based on the Five C's of Credit (Character, Capacity/Cash Flow, Collateral, Capital, and Conditions). Prepare Loan Presentations and Requests for Approval for new loans and loan modifications. Collaborate with other CalRecycle staff to determine project eligibility, equipment feasibility, and adequacy of permits. Provide assistance to applicants with the preparation of complex financial portions of a loan application package. Respond to loan inquiries to explain underwriting guidelines and financial statement analysis. Confer with the Legal Office to ensure loan documents are prepared correctly. Act as the primary contact to loan borrowers for loan modifications of payment schedules and collateral changes. Work with borrowers to ensure the loan funds are spent on items approved by the loan committee.

- 35% Service the loan applicant requests by meeting with the business to analyze financial statements and tax returns to determine loan repayment ability and adequacy of collateral, explain loan underwriting practices and protocol, and observe the manufacturing operations for production management and viability, layout and effectiveness for expansion. Perform site visits to further analyze financial statements and tax returns with the owner and accountant, verify business operations, confirm recycled feedstock is utilized, and review compliance with loans terms and condition. Take steps and actions to collect late payments that are 90-days or more delinquent.

- 10% Present new loan applications at monthly loan committee meetings, facilitate questions from loan committee members and answers from loan applicants. Assist with legislative bill analysis and regulation changes to implement new loan program programs and revise existing requirements. Perform annual analysis of financial statements and tax returns to determine the future ability to repay the loan. Evaluate the reports obtained from contracts and make recommends as needed to modify the contracts.

MARGINAL FUNCTIONS

- 05% Market the Department's loan programs. Prepare and update loan program PowerPoint presentations. Conduct presentations at internal and external workshops, seminars, conferences, trade associations, banks, and other finance training events. Attend meetings involving local jurisdictions, trade associations, banks, venture capitalists, and other financing sources.
- 05% Perform tasks associated with administration of the loan programs. Assist with the development of new programs and streamlining existing programs. Assist supervisor with special projects as needed.