



LOAN SPECIALIST 2

1002

GENERAL DESCRIPTION OF CLASS

The LOAN SPECIALIST 2 designs, evaluates, underwrites, authorizes, or effectively recommends approval of business, real estate, government and community development loans. Employees analyze complicated loan packages involving a variety of commercial, industrial, or residential financing programs. They develop, structure, and deliver public sector financial packages to a variety of market sectors; analyze business plans and financing needs of client businesses; package, process, and recommend appropriate financing for business expansion or retention; analyze and package loans for governmental entities; analyze and underwrite residential and business loans; and service loan accounts.

DISTINGUISHING FEATURES

This is the second level of a three level professional series. Employees at this level process and service non-routine and complex loan packages that often involve multiple lenders or complicated financing. Employees give technical consultation and work independently under a broad framework of federal and state statutory requirements. Employees generally have clear but varied procedures that they must customize to facilitate credit analysis and underwriting decisions. Answers to work questions are usually available but require some degree of self-research. Changing work situations require judgment to select which among many methods and techniques to follow and what resource to use.

The Loan Specialist 2 is distinguished from the next lower level by developing and servicing loans with complicated public funding packages that require a detailed credit analysis.

The Loan Specialist 2 is distinguished from the next higher class by the absence of work involving complex debt or equity structures. The absence of developing and establishing loan and financing policies, loan program guidelines, and loan processing procedures further distinguishes this class from the next higher level

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Loan Analysis and Underwriting

Analyze business plans to decide the reasonableness of the proposal, appropriate finance mechanism, and the borrowers ability to repay loans and meet the underwriting requirements. Analyze and evaluate detailed financial projections, partnership and operating agreements, financial statements, credit reports, preliminary title reports, environmental reports, project development contracts, appraisals, legal descriptions, maps, and property management plans. Evaluate public and private business finance programs and policies. Evaluate applicant's ability to complete the project. Prepare written or oral recommendation to management or loan committee(s) regarding loan analysis and approval. Recommend approval or denial of credit and loans. Negotiate requested changes to loan terms.

2. Financial Consultation and Technical Assistance

Interpret and explain to loan applicants federal and state regulations governing loan programs. Develop and implement loan program(s) marketing strategies. Serve as staff consultant by guiding

and training agency staff; borrowers; municipal, county, other state and federal agency representatives; private lending institution staff; appraisers; surveyors; other professionals and the public. Decide if development project is eligible for the loan program(s). Negotiate or participate in negotiation of funding project agreement terms and conditions. Serve as resource for a variety of public and private loan programs for Oregon businesses, banks, project development professionals, housing providers and other lending institutions by explaining and facilitating processes. Explain information about the loan approval process and requirements to for-profit, non-profit, quasi-governmental and governmental agencies, and interested citizens.

3. Loan Administrations and Servicing

Manage loan portfolio, including monitoring financial condition of borrowers. Manage project funding, including facilitating public or private third party financing. Service loan accounts for project funding, including outstanding loans and bonds. Supervise or complete the loan closing process. Prepare custom documentation requiring working with Attorney General's Office. Lead and direct specialized loan activities in underwriting, loan processing and servicing, transfers and satisfactions, tax and insurance services, and appraisals. Manage construction loan process, including conducting site inspections and monitoring the development to verify compliance with program and underwriting requirements. Negotiate arrangements with borrowers; including forbearance agreements, foreclosures, and management of real or personal property collateral. Evaluate appraisals of State owned property and decide best strategy for disposition. Market the sale of state-owned properties. Manage independent contractor and consultant contracts.

RELATIONSHIP WITH OTHERS

Employees in this class have daily contact by telephone, in person and in writing with applicants, consultants, financial officers of public entities, private sector businesses and financial institutions, real estate agents and appraisers, attorneys, development groups, and loan applicants to explain loan programs and to market, package, and secure project financing. Periodic contact is made both by telephone and in person with federal agencies, other state agencies, and local government to provide information and seek assistance in the development and management of loan accounts and commercial projects.

SUPERVISION RECEIVED

The Loan Specialist 2 works under the general supervision of a supervisor or manager. Employees use agency and program-related statutes, administrative rules, regulations, program guidelines and legal interpretations to accomplish the work. Employees consult with their supervisor to obtain clarification of expected results, report on progress toward completion of assignments, confirm interpretation of regulations and policies, or seek guidance in complicated or unclearly defined areas.

KNOWLEDGE AND SKILLS (KS)**General knowledge of:**

Loan structures, processing, documentation, and closing procedures.
Principles and methods of marketing and loan development.
Legal processes of real estate contracts, mortgages, and trust deeds.
Loan servicing procedures.
Residential real estate and small business loan programs.
Methods of collateral evaluation and analyzing loan security.
Real estate appraisal processes, methods and principles.
Methods of residential, business, and public sector financial analysis and credit evaluation.
Commercial contracts, lending documentation, and methods of security perfection.
Economics and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
Business and management principles involved in resource allocation and the coordination of people and resources.
Administrative procedures and systems such as managing files and records and processing paper transactions.
Principles and processes for providing customer and personal services such as customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
Mathematics such as arithmetic, statistics and their applications to the loan industry.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
Communication and dissemination techniques and methods such as alternative ways to inform others via written, oral and visual media.
Methods of operating a computer and typical business software such as word processing, spread sheets and databases.

Basic knowledge of:

Operating practices and procedures typical to large or diverse organization.
Methods and techniques of program analysis and review.
Foreclosure processes.
Methods of bond structuring.

Skill to:

Use a personal computer and typical business software; e.g., word processing and spreadsheets, data base and the compilation and manipulation of data.
Develop marketing plans for retail and wholesale loans.
Give full attention to what other people are saying, take time to understand the points being made, ask appropriate questions and not interrupt at inappropriate times.
Communicate clearly, concisely and effectively in writing as appropriate for the needs of the audience.
Effectively convey information by talking person to person or in front of groups.
Use mathematics to solve problems.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Be aware of others' reactions and understand why they react as they do.
Persuade others to change their minds or behavior.
Bring others together and try to reconcile differences.
Actively look for ways to help people.
Consider the relative costs and benefits of potential actions to choose the most appropriate one.
Negotiate loan terms and loan modifications.

Understand complex regulations typical to public sector and government loan programs.
Evaluate business plans, financial structures, proposals and credit worthiness of organizations.
Apply general rules, policies, and procedures to specific work situations.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 10/03

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division