



LOAN SPECIALIST 3

1003

GENERAL DESCRIPTION OF CLASS

The LOAN SPECIALIST 3 underwrites and secures loan financing for new or expanded projects that involve substantial credit risk. Financing is for Oregon businesses, governmental units or other eligible entities. Employees analyze business and project development plans, revenue structures and the financing needs of clients and their businesses. Employees also evaluate loan program effectiveness, develop loan program guidelines and processing procedures; evaluate and develop loan and financing policies; and give advice to borrowers on financial and project development issues.

DISTINGUISHING FEATURES

This is the third level of a three level professional series. Employees are considered a technical expert and serve as internal consultants to management. Employees work under a broad framework of federal and state statutory requirements. Loan transactions typically involve significant risk to state credit. The loans usually include complex debt or equity structures and require a high degree of expertise in financial analysis and negotiation.

The Loan Specialist 3 is distinguished from the lower levels by the regular responsibility for developing and administering large loans involving commercial, industrial, or governmental organizations with significant risk. The responsibility to develop loan and financing policies, loan program guidelines, and loan processing procedures further distinguishes this class from the lower levels.

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 Development and Applicant Consultation

Develop and implement marketing plans that promote loan or bond programs. Make, secure, and close loan or bond transactions. Negotiate financing packages with borrowers. Meet with business and industry leaders to explain benefits of programs. Analyze economic trends and targeted market sectors. Manage financial aspects of community development business investments. Evaluate development projects. Direct specialized loan activities.

Analyze financial statements and business plans to decide the finance mechanism; decide the ability to repay loans and meet collateral and other program requirements. Review public and private business finance programs and policies and recommend loan packages. Analyze risks in the transaction and develop plans to mitigate unacceptable risks. Evaluate the project development team's financial status, strengths, weaknesses, and experience. Provide consultation and advise loan applicants on interpretation of federal and state regulations governing loan and bond programs. Negotiate loan terms and documentation, and work with counsel on custom documentation packages. Assist applicants in establishing program eligibility and obtaining bond or loans. Serve as a primary resource person on public and private loan programs for Oregon businesses, banks, and other lending institutions and the bond community.

2. Loan Servicing

Manage loan advances for large project construction financing. Represent agency in hearings and in court proceedings. Interpret and apply rules and regulations to loan service issues. Analyze bankruptcy petitions, plans and schedules. Decide on action regarding claims or restrictions and ongoing use of collateral. Work with Attorney General's Office to prepare and submit timely claims and appropriate responses to US Bankruptcy Court. Process deed-in-lieu of foreclosures. Negotiate loan modifications and workouts, and settlement offers. Manage loan portfolio. Represent agency in foreclosure and collection procedures. Monitor financial condition of clients' business.

3. Legislative Liaison and Program Coordination

Propose new legislation for the development or enhancement of loan and bond programs. Testify before legislative committees. Revise administrative rules to enhance program efficiency and effectiveness. Modify program procedures to conform to changes in legislation. Develop program guidelines, policies and procedures. Evaluate effectiveness of loan program(s). Plan and implement improvements for loan program delivery systems and procedures.

RELATIONSHIP WITH OTHERS

Employees in this class have daily contact both by telephone and in person with applicants, chief executives, financial officers, and attorneys of private sector business and financial institutions, real estate agents and appraisers, mortgage brokers, and development groups to explain loan and bond programs and to market, package, and secure financing. Periodic contact is made both by telephone and in person with federal agencies, other state agencies, legislators, the Attorney General's office, the Governor's office, local government and other professionals to provide information and seek assistance in the development and management of finance programs and projects.

SUPERVISION RECEIVED

The Loan Specialist 3 works under the minimal supervision of a manager who provides guidance on unusual matters. Employees use broad agency and program-related statutes, administrative rules, regulations, and other guidelines and interpretations. Employees consult with supervisor as necessary 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. Employee decisions can have a significant impact on program financial risk.

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

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 commercial 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.
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.

General knowledge of:

Methods and techniques of program analysis, coordination, review and representation.
State and federal tax code relating to loan and bond programs.
Operating practices and procedures typical to a large or diverse organization.
Foreclosure processes.
Methods of bond structuring.
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.

Skill to:

Develop large business loans.
Develop commercial construction loans.
Negotiate complex loan modifications.
Effectively work with complex public sector and government loan programs.
Identify complex problems and review related information to develop and evaluate options and implement solutions.
Decide how a system should work and how changes in conditions, operations and the environment will affect outcomes.
Identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
Provide technical evaluation in collections, financial counseling, or foreclosures.
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 in situations typical to the assignment.
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 and apply complex regulations typical to public sector and government loan programs.
Evaluate business plans, financial structures, proposals and credit worthiness of complex organizations.
Apply general rules, policies, and procedures to work situations typical to the position assignment.

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