JOBS OPPORTUNITY BULLETIN

Class: Staff Services Analyst
Tenure: Permanent
Time Base: Full Time
Salary: $2873 - $4671

Under the supervision of the Staff Services Manager II, with the California Tax Credit Allocation Committee, Allocation Unit; this position performs less complex analysis on tax law and policy review and financial analysis of applications for low income housing tax credits and other related analytical duties.

Description of Essential Functions:

• Analyze and assess tax credit applications for the development of affordable rental housing projects to determine eligibility under Section 42 of the Internal Revenue Code and state law for low income housing tax credits; evaluate and rank projects as set forth in the Qualified Allocation Plan.

• Analyze and assess market studies to determine housing need and demand, financial feasibility and long term viability of said projects; verify and evaluate information presented by the applicant about the sources and uses of funds for development of the project; review projected 15-year cash flows.

• Employ computer modeling techniques in evaluating various project data; calculate the gap in available funding for each project to determine the amount of low income housing tax credits which may be allocated; prepare a comprehensive staff evaluation of project financial feasibility at three separate stages of project development; recommend appropriate conditions to ensure project viability.

• Track projects throughout the development period; review documentation submitted by project owners to ensure TCAC allocation requirements and federal and state code requirements are met.

• Conduct various administrative duties necessary in the daily operation of the Committee, assist in updating state regulations which guide the actual implementation of the program; develop per unit cost benchmarks on an annual basis; and maintain a monitoring system for all reserved, allocated and returned credits.

• Research and analyze data and project information and prepare written and oral reports for the Executive Director, staff and project applicants.

• Maintain the Oracle databases; prepare spreadsheets, graphs, charts and annual and periodic reports as requested by the Executive Director.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.
**Desirable Qualifications:**

- Knowledge or experience with affordable housing
- Experience with interpreting regulations, policy, statute, or legislation
- Familiarity with local, State and Federal housing programs
- Strong financial, analytical, and research skills
- Strong mathematical skills
- Excellent communication, written and oral skills
- Intermediate to advanced knowledge of Microsoft Excel, Word, and PowerPoint

**Conditions of Employment:**

Fingerprinting and Background Check are required.

**Who Should Apply:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer’s Office and the Authorities and Commissions are encouraged to apply if interested in the position.

**Please State the Source of Your Eligibility.** (I.E., List, Transfer, SROA, Surplus Employee, Etc.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Please provide proof of meeting the educational requirements of the classification you are applying for. (i.e., college degree or transcripts of completed number of units or showing degree obtained.) Also, list the number “SSA 342-001-5157-001” on your application/resume.

**Final Filing Date:**

State application must be received or postmarked by June 12, 2015. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

**Submit Applications To:**

Michelle Bell  
Personnel Office  
State Treasurer’s Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**If You Have Any Questions, Please Call:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

CTCAC complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.

CTCAC: sz  
05/27/15