

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>		<b>Job Code:</b>	<b>ACV32048</b>
<b>Job Class Code:</b>	<b>410</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>08/09/89</b>	<b>Effective Date:</b>	<b>08/09/89</b>
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	<b>01/01/94</b>

**JOB CODE SERIES:** Loan Officer Series

**JOB CODE TITLE:** LOAN OFFICER III

**HRIS TITLE:** LOAN OFFICER III

**CHARACTERISTICS OF THE CLASS:** Works under the general supervision of the finance manager. Authority to determine eligibility of borrowers; negotiate terms and conditions of loan/grant agreements; to restructure and negotiate financing terms and conditions of loan/grant agreement; to help monitor and refine loan programs, procedures, documents and operations for financial program manager. Occasional overnight travel is required. Performs a variety of complex and specialized tasks in the processing of commercial loan/grant applications; analyzes financial and operational reports, balance sheets, income statements, financial ratios and other factors to determine financial stability and creditworthiness of applicant; negotiates credit conditions, repayment methods, terms, rates and types of collateral; presents recommendations to the loan committees; provides technical assistance and advice to public and private entities regarding the requirements of economic development loans/grants; develops loan business through calls on lenders, businesses, and industrial/commercial real estate personnel and through presentations to community, trade and business groups; manages and services assigned portfolio of loans. May act as lead over junior loan officers.

**EXAMPLES OF DUTIES:** Leads loan officers and office support staff by providing an environment in which those persons can achieve productivity and carry out their specific responsibilities. Manages loan production according to quality, quantity, and profitability goals. Analyzes financial statements of business in order to make determinations affecting regulation, taxation or compliance with state laws. Keeps abreast of changing industrial, state, and federal standards that apply to credit analysis. Writes credit memoranda for application covering all aspects of an examination of the financial accounts and records of business organizations, in accordance with established procedure and format. Researches data from manuals or other sources of standards or approved methods or procedures to determine eligibility and compliance of loans. Writes detailed reports on feasibility of projects considered, based on research and analysis. Attends professional seminars, meetings, conferences; gives and receives information helpful in work system operation. Performs related work as required.

**WORK RESULTS/PRODUCTS:**

Lender and staff recommendation of projects; credit analyses, approved loan/grant; recommendation of loan/grant program rules/regulations; credit analysis procedures and guidelines; program materials; literature and promotion of programs statewide.

**RESPONSIBILITY:** for investigation, analyses, origination and monitoring of complex loans to ensure that State funds are properly and effectively invested in a manner which will aid economic development. Lead junior loan office and office support staff.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** the principles, standards and practices used in financial lending operations; state business development finance programs and newly-emerging financial mechanism and trends; business

financial analysis procedures, practices and standards; legal terminology, processes and requirements related to small business lending; escrow procedures and collateral evaluation; credit analysis tools.

**Ability to:** evaluate and analyze loan applications and related financial and operational reports; communicate verbally and in writing; negotiate; mediate; establish and maintain work relationships with local organizations, loan applicants and business representatives; use credit analysis tools.