

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: NC Housing Finance Agency **Division:** Governor's Office

Budget Code: 23010 **Center Title:** NCHFA **Center Number:** 2100

***** Position Information *****

Proposed Classification: HPPP Processor **Proposed Salary Grade:** FR

Salary Range: \$31,697- \$50,360 **Proposed Effective Date:** 10 / 1 / 06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request (Salary and fringe benefits)</u>
Total Budget	\$ 9,637,379	\$ 40,177
Receipts	<u>9,637,379</u>	<u>40,177</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): Receipts

Justification for Position (including description of duties and responsibilities):

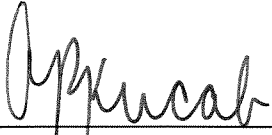
Prepares Home Protection Pilot Program loans for underwriting. Ensures that all documentation is submitted and follows-up on any missing documentation. Ensures that approved loans are transferred to loan servicing in a timely manner. The Home Protection Pilot Program was assigned to the Agency by the General Assembly.

Position was approved by the NCHFA Board of Directors in May, 2006.


Statutory Reference for Request

A. Robert Kucab
Presentation to be made by

Executive Director
Title



Agency Head Signature



State Budget Officer Signature

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9/8/06

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: NC Housing Finance Agency Division: Governor's Office

Budget Code: 23010 Center Title: NCHFA Center Number: 2100

***** Position Information *****

Proposed Classification: Paralegal Proposed Salary Grade: FR

Salary Range: \$37,066- \$60,295 Proposed Effective Date: 10 / 1 / 06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request (Salary and fringe benefits)</u>
Total Budget	\$ 9,637,379	\$ 51,656
Receipts	<u>9,637,379</u>	<u>51,656</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): Receipts

Justification for Position (including description of duties and responsibilities):

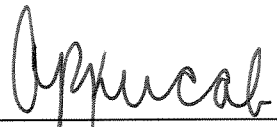
This position is accountable for the day-to-day management of the Agency's commercial (multi-family) loan closings. This includes accurate and timely preparation and/or review of all legal documentation for loans funded by the Agency to ensure proper compliance and minimize risk exposure. Other responsibilities include legal research and working closely with asset management and loan servicing.

Position was approved by the NCHFA Board of Directors in May, 2006.

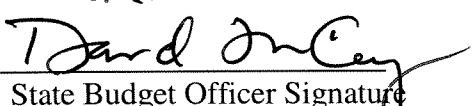
Statutory Reference for Request

A. Robert Kucab
Presentation to be made by

Executive Director
Title



Agency Head Signature



State Budget Officer Signature

OK TC
9/8/06

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: NC Housing Finance Agency **Division:** Governor's Office

Budget Code: 23010 **Center Title:** NCHFA **Center Number:** 2100

***** Position Information *****

Proposed Classification: Manager of Business Development **Proposed Salary Grade:** FR

Salary Range: \$54,529- \$91,034 **Proposed Effective Date:** 10 / 1 / 06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request (Salary and fringe benefits)</u>
Total Budget	\$ 9,637,379	\$ 86,093
Receipts	<u>9,637,379</u>	<u>86,093</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): Receipts

Justification for Position (including description of duties and responsibilities):

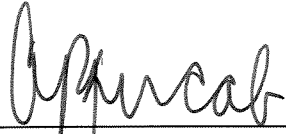
Responsible for developing and marketing home ownership lending programs offered through tax-exempt bonds, Mortgage Credit Certificates or other resources to increase production statewide; ensures program compliance with federal and state laws affecting residential lending.

Position was approved by the NCHFA Board of Directors in May, 2006.

Statutory Reference for Request

A. Robert Kucab
Presentation to be made by

Executive Director
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Agency Head Signature



State Budget Officer Signature

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Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: NC Housing Finance Agency Division: Governor's Office

Budget Code: 23010 Center Title: NCHFA Center Number: 2100

***** Position Information *****

Proposed Classification: Support Analyst Proposed Salary Grade: FR

Salary Range: \$32,920- \$52,713 Proposed Effective Date: 10 / 1 / 06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request (Salary and fringe benefits)</u>
Total Budget	\$ 9,637,379	\$ 40,177
Receipts	<u>9,637,379</u>	<u>40,177</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): Receipts

Justification for Position (including description of duties and responsibilities):

Provides support to the Policy, Planning and Technology business group. Coordinates reporting, data collection, data migration and data clean up initiatives; manages helpdesk; performs basic research and analysis, and prepares reports; supports the strategic and business planning activities, and maintains program funding allocations.

Position was approved by the NCHFA Board of Directors in May, 2006.

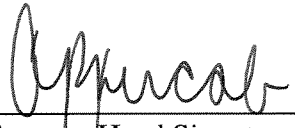
Statutory Reference for Request

A. Robert Kucab

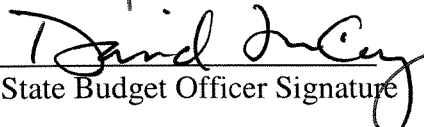
Presentation to be made by

Executive Director

Title



Agency Head Signature



State Budget Officer Signature

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Office of State Budget and Management
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(G.S. 143-34.1)

Agency: NC Housing Finance Agency **Division:** Governor's Office

Budget Code: 23010 **Center Title:** NCHFA **Center Number:** 2100

***** Position Information *****

Proposed Classification: Business Analyst **Proposed Salary Grade:** FR

Salary Range: \$54,529- \$91,034 **Proposed Effective Date:** 10 / 1 / 06

Number of Positions: 2

	<u>Center Authorized Budget</u>	<u>Current Request (Salary and fringe benefits)</u>
Total Budget	\$ 9,637,379	\$ 172,185
Receipts	<u>9,637,379</u>	<u>172,185</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): Receipts

Justification for Position (including description of duties and responsibilities):


Performs detailed business analysis of Agency processes and workflow. Translates processes into system design input, and makes recommendations for integrated systems and processes to add new efficiencies, capacity and quality to Agency business functions. Creates detailed user interface designs, models, and database designs. Codes system modules and assists Programmer/Analysts in implementation of system functions consistent with design documentation.

Position was approved by the NCHFA Board of Directors in May, 2006.

Statutory Reference for Request

A. Robert Kucab
Presentation to be made by

Executive Director
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Agency Head Signature



State Budget Officer Signature

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Agency: NC Housing Finance Agency Division: Governor's Office

Budget Code: 23010 Center Title: NCHFA Center Number: 2100

***** Position Information *****

Proposed Classification: HPPP Underwriter Proposed Salary Grade: FR

Salary Range: \$34,216- \$55,116 Proposed Effective Date: 10 / 1 / 06

Number of Positions: 2

	<u>Center Authorized Budget</u>	<u>Current Request (Salary and fringe benefits)</u>
Total Budget	\$ 9,637,379	\$ 103,312
Receipts	<u>9,637,379</u>	<u>103,312</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): Receipts

Justification for Position (including description of duties and responsibilities):

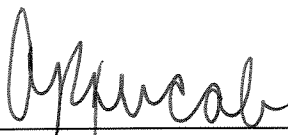
Participation in the daily foreclosure prevention activities of home ownership programs, including the underwriting of foreclosure prevention loan files; reviews loan files for compliance with program standards; reviews files for compliance with federal and state regulations; issues approval for foreclosure prevention programs. Home Protection Pilot Program assigned to the Agency by the General Assembly

Position was approved by the NCHFA Board of Directors in May, 2006.

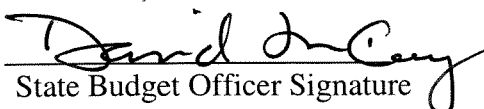
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Agency: NC Housing Finance Agency **Division:** Governor's Office

Budget Code: 23010 **Center Title:** NCHFA **Center Number:** 2100

***** Position Information *****

Proposed Classification: Team Leader- Home Protection Pilot Program **Proposed Salary Grade:** FR

Salary Range: \$43,641- \$72,316 **Proposed Effective Date:** 10 / 1 / 06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request (Salary and fringe benefits)</u>
Total Budget	\$ 9,637,379	\$ 63,135
Receipts	<u>9,637,379</u>	<u>63,135</u>
Appropriation	\$ 0	\$ 0

Funding Source(s): Receipts

Justification for Position (including description of duties and responsibilities):

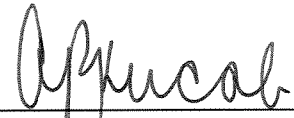
Coordinate the Agency's activities for foreclosure prevention programs, including the Home Protection Pilot Program and the Home Saver Program. Serves as a liaison with housing counseling organizations and oversees their use of foreclosure prevention programs provided by the Agency. Supervises staff directly involved in these programs. Home Protection Pilot Program was assigned to the Agency by the General Assembly.

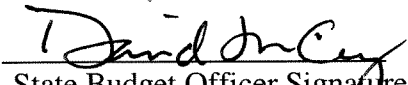
Position was approved by the NCHFA Board of Directors in May, 2006.

Statutory Reference for Request

A. Robert Kucab
Presentation to be made by

Executive Director
Title


Agency Head Signature


State Budget Officer Signature

OK
Thomas Chalk
9/8/06