Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

Program Analyst- Single Family

New York, NY

Possible Hybrid Workplace Opportunity

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State.

*This position is with HCR's **State of New York Mortgage Agency (SONYMA)**. This is not a civil service position, and a civil service exam is not required. Candidates must meet the minimum qualifications outlined below to be considered.*

NYS Homes and Community Renewal (HCR) is committed to fostering a culture of diversity, equity, inclusion, and accessibility. Our work would not be possible without the diverse backgrounds, experiences, ideas, and abilities of our employees. HCR is committed to developing a workforce that represents the diverse population of New York State. HCR embraces a diverse and inclusive work environment by encouraging all individuals, including those with disabilities, to apply to open positions at the agency.

The **State of New York Mortgage Agency (SONYMA)** is one of several HCR agencies. SONYMA's programs provide mortgage financing to assist low- to moderate-income, first-time homebuyers in the purchase of a one-to-four unit residences that are required to meet eligibility criteria established by the Agency and by applicable Federal law. This position will report to the Single Family Programs unit of SONYMA. The Single Family unit reports to HCR's Homeownership and Community Development.

Position Summary:
The Program Analyst is responsible for assisting the Single-Family with quantitative and qualitative analysis, program development, and operational implementation. Serves as a key support to program leadership on single-family loan portfolio performance, and bond transactions. This role also administers the Project Set-Aside (PSA) Program to drive community development and developer-driven affordable housing homeownership across New York State.

Essential Duties / Responsibilities:

- Support the department's compilation and submission of accurate single-family loan portfolio, delinquency, pool insurance, and servicing data to be incorporated into SONYMA's official bond offering statements.
- Support preparation of detailed quantitative projections of SONYMA mortgage purchases and commitment volumes for cash flow consultants, underwriters, and rating agencies.

- Prepare key operational materials for Agency interest rate meetings and coordinate the distribution of daily interest rate bulletins to Participating Lenders.
- Serve as a key data-driven liaison for cash flow consultants, GSEs, rating agencies, bond counsels, and interagency contacts.
- Support bond-related activities of the department including monitoring of available resources for acquisition of mortgages; preparing projections of mortgage purchases; analyzing loan portfolio for potential CRA eligibility. Provide program data to cash flow consultant, rating agencies, and other external entities, as needed.
- Review and evaluate project set-aside applications, cooperative/condominium offering plans, architectural designs, and developer financial documentation; in coordination with the Mortgage Insurance Fund (MIF), approve affordable housing proposals.
- Act as the primary liaison between developers, participating lenders, and Agency operations staff to facilitate an efficient and seamless loan approval and mortgage purchase process.
- Establish and maintain a comprehensive database of approved projects and active developers. Track and monitor the delinquency and credit performance of mortgages originated within PSA communities.
- Assist with any special projects and other reasonable functions or duties as may be designated or assigned.

Requirements/Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

- Bachelor's Degree - Public Administration, Finance, Economics or other related field. Financial industry experience preferred, but not required.
- Ability to multitask and prioritize assignments.
- Superior quantitative research and verbal/written communication skills.
- Ability to communicate complex data insights in a clear and concise manner.
- Detail-oriented with a commitment to data integrity and accuracy.
- Demonstrated research and numerical problem-solving skills.
- Fluency in MS Office, particularly Microsoft Excel, including pivot tables, VLookups and advanced formulas.

This job description is not intended to be all inclusive and the employee will be expected to perform other reasonably related duties as assigned.

All internal SONYMA/HFA/AHC employees(only) are directed to apply via
internalcandidates@hcr.ny.gov
PLEASE INCLUDE NAME IN SUBJECT LINE

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TO APPLY, CLICK HERE.

APPLICANTS MUST INCLUDE A RESUME

WHAT WE OFFER AT NYS HCR:

- Extensive benefits package including paid leave, including excellent health, dental, vision and retirement benefits with the New York State & Local Employees' Retirement System.
- Promotional opportunity for dedicated professionals.
- Work life balance benefits include a 37.5-hour work week and paid time off benefits including vacation, sick, personal days, and Federal Holidays.
- Opportunity for compressed scheduling.
- 12 weeks of Paid Parental Leave.
- Paid Family Leave.
- Opportunity for compressed/flextime scheduling.
- As a New York State employee, you may qualify to participate in the Federal Public Service Loan Forgiveness Program (PSLF). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under an accepted repayment plan and while working full-time for an eligible employer.

Additional SONYMA/HFA/AHC Benefits:

- Cash in for Wellness! This program provides you with the option of buying or renewing a health club membership of your choice or enrolling in a weight loss and or smoking cessation program, using your sick leave accruals.
- Tuition reimbursement program – for job related and non-job-related courses.
- Vacation Leave Buy-Back program – Subject to approval, every year eligible employees may exchange previously earned and accrued vacation time in return for cash compensation (at employee's daily rate of pay at time of exchange).
- Access to Plum Benefits – savings on movie tickets, theme parks, hotels, tours, Broadway shows and more!
- Optical reimbursement program – Employees are eligible for optical, hearing aid, and podiatric expenses not otherwise covered by insurance, with a maximum aggregate amount of $675 per year, per family. Unused yearly balances may be carried over to next year for a maximum of $1,350.

ABOUT NEW YORK STATE HOMES AND COMMUNITY RENEWAL:

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, ***HCR*** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo, and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private

stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, construction, finance, law, and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical, and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

New York State is an Equal Opportunity Employer
(EOE)