

prepare appropriate documentation citing terms and conditions of the loan. The work may include drafting the loan documentation for review by the attorney. After the loan is documented and repayment is initiated, positions in this series are responsible for servicing the loans including periodic visits to clients to advise and assist in financial and related matters to encourage efficiency and prompt repayment of the loan. In the event of loan delinquency, the work includes prompting repayment and, in the case of persistent default, analysis and recommendation for liquidation. In the event that liquidation is required, the work includes working with an attorney on litigation proceedings, taking inventory, obtaining orders for the attachment of real properties, equipment, inventory, salaries and/or other collateral, and overseeing storage, auction and the like.

The State program for the granting of loans to businesses is limited to small businesses which are defined as a "business entity and its affiliates or subsidiaries which is non-dominant in its field as an individual proprietorship." Fishing enterprises of similar size are also eligible to apply for loans.

Small businesses and fishing enterprises, in order to qualify, must have demonstrated their inability to obtain financing through normal private financial channels. Further criteria exist in delimiting the size of the business through designation of maximum number of employees and/or receipts. Other programs include loans to businesses and individuals who require financial aid as the result of a disaster declared by the Governor of the State. Loans under this program are made to business enterprises to rehabilitate them as nearly as possible to their pre-disaster level and personal loans may be granted to meet necessary expenses or to satisfy serious needs of individuals and families which arise as an immediate and direct result of the disaster.

In addition to providing direct loans, private financial institutions are encouraged to provide partial financing of the required loan amount with the State providing the other part. This method is encouraged where analysis shows that cash flow is insufficient to enable the applicant to repay the private interest rates but would be able to repay when part of the loan payment is at the State's lower terms.

Levels are determined on the basis of the following:
(a) nature and variety of work; (b) nature of supervision received by incumbent; (c) nature of available guidelines for performance of work; (d) originality required; (e) purpose and nature of person-to-person work relationships; (f) nature and scope of recommendations, decisions, commitments and conclusions; and (g) knowledge and abilities required. All of these factors are not discussed at each class level. They may be combined at some levels to avoid unnecessary repetition.

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PART I
BUSINESS LOAN OFFICER I
BUSINESS LOAN OFFICER II

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This is an amendment to the specifications for the classes BUSINESS LOAN OFFICER I and II, which was approved on September 24, 1980, due to the inclusion of the class Business Loan Officer III in the Excluded Managerial Compensation Plan (EMCP), as a result of the BU Reassessment Project.

DATE APPROVED: 4/26/96 /s/ Ann K. Kon
JAMES H. TAKUSHI
Director of Human Resources Development

BUSINESS LOAN OFFICER I

2.506

Duties Summary:

Conducts business loan activities by processing applications, recommending approval of loans, servicing outstanding loans and engaging in collection activities; relates the State's financial assistance activities to overall economic development programs of the State; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for performing studies and analyses to recommend approval or disapproval of loans, changes in terms and conditions of loans, and liquidation of business assets to protect the State's interests, and for servicing clients by advising them on financial record keeping and other operations so as to foster repayment. The work includes initiating pertinent documents and records, seeing to the processing and disbursement of loans and engaging in collection and liquidation activities.

The scope of work relates to all State programs of business loans to encourage economic development. Loan programs involve direct loans to individual businesses, loans to development companies which pool capital and in turn provide loans to individual companies, loans to businesses suffering damage due to natural disasters in areas officially declared "Disaster Areas" by the Governor of the State of Hawaii.

The work also involves maintaining effective relationships with such federal agencies as the U.S. Small Business Administration (SBA) and Economic Development Administration; the various county government representatives in the State; Local Development Corporations (LDC); private loan institutions; and

others participating in business consultant and advising activities. The work requires a knowledge of local business opportunities and loan analysis and management and is performed in accordance with broad policies, established procedures and general supervision.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Economic trends and local business opportunities; pertinent laws, rules and regulations governing credit and financing of loans; financial principles and their application to credit and credit risks; principles, theories and practices of good business management; methods of estimating earnings and potential of a variety of business and industrial fields; report writing; and public relations.

Ability to: Advise and assist applicants seeking financial assistance; analyze and evaluate credit information; assess the skill and integrity of management, financial stability and relation of inventories to market value of business applying for loans; determine modifications of terms of loans necessary to ensure repayment of potentially delinquent loans; determine and take necessary actions relative to liquidation of various real property and other collateral for settlement of defaulted loans; prepare factual and analytical reports and recommendations; develop and maintain effective working relationships and gain cooperation of government officials, representatives of lending agencies, borrowers, and others; learn about governmental financial assistance programs to business; analyze and evaluate local economic trends; evaluate financial statements of firms seeking loans and determine earning potential; and speak and write effectively.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Advises applicants of the general terms, interest rates, use of proceeds, applicability and intent of the various loan programs; analyzes loan applications by considering such factors as feasibility of the business undertaking, management ability and financial ability to repay as determined from the firm's financial statements; recommends to higher authority the selection of qualified loan applicants; prepares documents

setting forth the requirements to be met by the borrower, such as the term of the loan and repayment, the exact use of the proceeds of the loan, the collateral which will be taken to secure the loan such as personal guarantees, assignment of life insurance and/or mortgage on fixed assets or chattels, and other conditions as deemed necessary; disburses loans after all loan conditions of the agreement have been met; services outstanding loans by ensuring that repayments are made on the due date, by reviewing the firm's financial statements and by ensuring that required insurance coverage is current; consults with the borrower from time to time; assists in organizing local development companies and after incorporation, identifies projects which qualify for financial assistance; identifies management problems, develops alternative solutions and advises and helps implement resolution of problems; conducts feasibility studies to assist businesses in determining whether they should continue or expand; advises on problems of marketing, accounting and related concerns; maintains close working relationships with the SBA and other federal, State, and county agencies and private institutions offering loan services; and prepares reports for the various financial assistance programs.

BUSINESS LOAN OFFICER II

2.507

Duties Summary:

Conducts business loan and consultant and management advisory services; processes applications for loans and recommends approval or disapproval; services outstanding loans and engages in collection activities; plans and coordinates educational programs on business methods, problems and sources of financing; and performs other related duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for recommending the approval or disapproval of applications for loans for small businesses, servicing outstanding loans, engaging in collection and liquidation activities pertinent to loans, and for conducting research and providing business consultant and advisory services to business operators concerning all aspects of business management and administration. The work involves a variety of types of loans including direct or participation loans to individual businesses, to development companies which pool capital and in turn provide loans to other businesses, to those in designated "Disaster Areas" declared by the Governor. Work activities involve conducting studies and analyses to recommend approval or disapproval of loans, changes to conditions and terms of loans, and liquidation of business assets to protect the State's interest to service clients by advising them on financial

record keeping and other problems so as to foster repayment and on a wide range of management concerns including planning, sales and marketing, financial control, management control, operations organization, etc., and to plan and coordinate educational programs on financial management and business methods and problems. The work also includes initiating pertinent documents and records, seeing to the processing and disbursement of loans, engaging in collection activities and carrying out liquidation activities as necessary.

The work also involves maintaining effective relationships with the SBA and private lending institutions and may also include fostering the establishment of and maintaining effective relations with LDCs.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Economic trends and local business opportunities; national and local monetary conditions; pertinent laws, rules and regulations governing credit and financing of loans; sources and forms of financing; financial principles and their application to credit and credit risks; principles and practices of business administration with emphasis on planning, marketing, financial control, management control; production, operations organization, inventory management, and personnel administration; methods of estimating earnings and potential of a variety of business and industrial fields; report writing; and public relations.

Ability to: Organize and develop loan programs; secure loan participation of private lending institutions and the SBA; analyze and evaluate local economic trends; evaluate financial statements of firms seeking loans and determine earning potential; assess the skill and integrity of management financial stability and relation of inventory to market value of businesses applying for loans; determine modifications of terms of loans necessary to ensure repayment of potentially delinquent loans; determine and take necessary actions relative to liquidation of various real property and other collateral for settlement of defaulted loans; analyze a variety of data, determine significant elements, factors and considerations, and make logical and comprehensive recommendations regarding business administration; speak and write effectively; establish and maintain effective relationships with loan applicants and others; educate business persons to make decisions; evaluate operations based on predetermined criteria; and understand and determine how views of business managers affect business operations.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Advises applicants of loan programs and conditions; reviews applications for economic feasibility of the undertaking, management ability and ability to pay; recommends approval or disapproval of loans; initiates the disbursement of loans, services outstanding loans to assure repayment including recommending changes in terms and conditions as necessary; ensures continued adherence to loan conditions; analyzes operations of businesses and provides a wide range of business consultant and advisory services to business operators relative to planning, sales and marketing, financial control, management control, production, operations organization, inventory management, personnel administration, legal tax matters, etc.; conducts feasibility studies to determine whether opening a business would be worthwhile or whether a borrower's business should be continued or dissolved, or the phases of operations which need to be improved or modified and prepares oral and written recommendations to improve business operations, discusses recommendations with clients and provides timely follow-up calls; reviews and evaluates the effectiveness of recommendations which have been implemented; plans and coordinates educational assistance programs on business methods and problems; conducts research on problems encountered by individual industries and businesses and disseminates results in the form of written reports; promotes the business extension program; coordinates program efforts with federal and other State agencies concerned with business programs; seeks community groups to identify and encourage the organization of LDCs and assists existing and fledgling LDCs to identify projects qualifying for assistance; conducts informational activities and maintains liaison with other State and county agencies; makes field trips throughout the islands to obtain firsthand information and to promote and service loan programs; prepares reports and correspondence; speaks before groups; and may assist in developing the budget and program justification documents.