

CDA Lending and Risk Analyst II (C23041/482311)
Federal Compliance Administrator
Recruitment #24-003726-0004
Filing Deadline 02/15/2024
Salary \$29.15 - \$35.17/hour (Grade 17/Step 2-9 with promotional growth to \$45.13)



This is a contractual position with limited State of Maryland benefits.

Work that Matters.

The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low-income housing tax credits, federal HOME funds and other federal funds.

Program Excellence: Housing and Building Energy Programs

Who we are and what we do: We are a fast paced, dynamic team committed to serving Maryland households. We are looking for team players that share our vision of program excellence and our commitment to customer service. We achieve program excellence through continuous process improvement involving everyone in a collaborative and collegial team centered environment. Our programs offer weatherization, energy efficiency, and health and safety improvement services to single family, multifamily, and commercial buildings in the state. Most of our programs serve limited income Maryland households.

The programs that the division administers provide energy efficiency improvements that help reduce costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's environmental goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Whole Home Efficiency Program, EmPOWER Multifamily Energy Efficiency and Housing Affordability Program (MEEHA), Maryland Energy Assistance Program (MEAP) for Crisis/No-Heat/No-Cool, Energy-Efficient Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

Location of Position

7800 Harkins Road
Lanham, MD 20706

Position Duties:

The Department of Housing and Community Development is seeking an experienced and self-motivated Federal Compliance Administrator to join our team. The Federal Compliance Administrator provides support to the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP), Program Manager, program staff, contractors and stakeholders to ensure the effective delivery of WAP services. The individual in this position will assist with managing the performance of the non-profit subgrantees that provide energy efficiency services on

behalf of the State.

The Federal Compliance Administrator evaluates performance, provides technical assistance, and completes financial compliance monitoring of individual WAP-funded community service agencies.

The incumbent assists with providing technical assistance/expertise to internal and external constituencies in the areas of compliance with program regulations, requirements and policies. This position will evaluate subgrantee financial statements and provide notice to the WAP Program Manager when an agency's financial health may be at risk. The position will also provide recommendations to the WAP Program Manager to stabilize and improve agency financial health. The Federal Compliance Administrator trains new staff on desktop compliance and performance review documents, on-site monitoring techniques and use of the prescribed review checklist.

The Federal Compliance Administrator will assist the WAP Program Manager in policy development, budget and contractor management, event planning, communications, and outreach. This position is also responsible for assistance with weatherization job cost accounting, program support cost accounting, and grant cost allocation, accounting, and invoicing.

This is a unique opportunity for a qualified candidate to join our team during a period of significant growth in the industry for a long-term career that includes a competitive salary, State benefits, industry standard continuing education, and a hybrid work schedule.

Minimum Qualifications:

Experience: Seven years of experience evaluating the risk involved in granting single family, multifamily and commercial loans, government assistance programs, and/or construction management.

Notes:

1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in Business Administration, Architecture, Construction Management, Finance, Economics, Real Estate, Architecture or any other related field and three years of experience evaluating the risk involved in granting single family, multifamily and commercial loans, government assistance programs, and/or construction management for the required experience.
2. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in loan specialist classification, loan specialist specialty codes in the loan specialist field of work, or as a commissioned officer in business and industry classification or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience.

Desired or Preferred Qualifications:

- Bachelor's degree

TTY Users: Call via Maryland Relay

We thank our veterans for their service to our country and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining, and promoting employees who are reflective of the States diversity.

For more information and to apply please visit:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=24&R2=003726&R3=0004>