

CDA Lending and Risk Analyst III (076154)

Quality Assurance Inspector

Recruitment #24-003727-0001

Filing Deadline 03/21/2024

Salary \$64,828 - \$81,329/year (Grade 18/Step 2-11 with promotional growth to \$104,555/year)



**This is a Skilled Service position with full Maryland State 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).

#### **Position Duties**

This position evaluates the work performed by Local Weatherization Agencies and State Weatherization Contractors. Evaluations consist of site visits, desk-top data monitoring and training and technical assistance to network partners. This position may administer CDA specialized programs that may include but not limited to CDA Energy weatherization loans or grants pertaining to single family housing and or multifamily housing, community revitalization or commercial projects.

This position will assist DHCD Single Family Energy Programs' senior managers achieve the production goals of the funding sources and ensure compliance with program rules and regulations. This employee may also examine, analyze, review and approve proposed contractors, architects, plans and specifications, construction estimates, work scope, environmental investigations and other related analysis on projects selected for multi-family

weatherization financing or grants within CDA Energy. This position is also responsible for monitoring the progression of funded projects and may include approving requisitions at varying stages of construction.

The work may require travel throughout the State of Maryland to attend conferences, hearings, meetings, or site inspections.

### **Minimum Qualifications**

**Experience:** Eight 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 four 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**

**Preferred Education:** Bachelor's degree

### **Preferred Qualifications:**

1. Active Building Performance Institute (BPI) certification.
2. Two years' experience managing residential construction properties.
3. Three years' experience with energy efficiency in residential properties.
4. One-year experience with energy modeling databases (Hancock, Remrate, Neat, etc.)

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=003727&R3=0001>