

CDA Lending and Risk Analyst II (C24008/485490) (C24009/485489)
Job Review Specialists (CDA Energy)
Recruitment # 24-003726-0006
Filing Deadline 04/10/2024
Salary \$29.07 - \$35.08/hour (Grade 17/Step 2 - 9, with promotional growth to \$46.83)



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.

Position Duties:

The Department of Housing and Community Development is seeking an experienced and self-motivated Community Engagement Associate.

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.

The Job Review Specialist is a highly skilled professional applying their understanding of building science, energy diagnostic and modeling methodologies, energy conservation measures, concepts and practices to ensure effective energy retrofits in single- and multi-family buildings.

This position is responsible for the review and approval of energy audits and studies, energy conservation scope of work, construction specifications, cost review, work progression and payment requests. The Job Review Specialist may be responsible for guiding a project through the stages of the funding process, including initial application, funding request evaluation, selection of a scope of work, construction and closeout of the project.

The Job Review Specialist must be familiar with building science principles, stay up to date on changing energy codes, and stay informed of ever-changing energy program requirements.

The energy retrofit work may be part of a more comprehensive substantial or moderate rehabilitation effort funded with additional State funds, or be a stand-alone energy retrofit project. Certain new

construction projects are eligible for funding. Typical project size will be 1 to 5 units and may involve townhouse, low-rise, mid-rise, or high-rise construction.

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.

Preferred Qualifications:

- Strong computer skills. Focusing on databases, Word/Excel and Google Drive
- Working knowledge of Energy Retrofits and/or Home Performance
- Ability to effectively communicate with Vendors and Program Staff

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 State's diversity.

For more information and to apply:

<https://www.jobapscloud.com/MD/sup/bulpreview.asp?b=&R1=24&R2=003726&R3=0006>