

CDA Lending and Risk Analyst Jr. II (C24008/485490) (C24009/485489)  
Job Review Specialist  
Recruitment # 24-003726-0008  
Filing Deadline 06/26/2024  
\$30.17 - \$35.08/hour (Grade 17/Step 3-9 with promotional growth to \$46.83/hour)



This is a **Contractual** Position with limited State of Maryland benefits.

**Work that Matters.**

**Program Excellence: Housing and Building Energy Programs**

The Housing and Building Energy Programs achieve excellence through continuous process improvement involving everyone in a collaborative and collegial, team- centered environment. We are a fast paced, dynamic team committed to serving Maryland and are looking for team players that share our vision of program excellence and our commitment to customer service.

Our division works within the Department to administer a wide range of programs using various funding sources. These programs provide energy efficiency improvements that help reduce utility costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's climate goals. The program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Low Income Energy Efficiency Program (LIEEP), EmPOWER Multifamily Energy Efficiency and Affordable Housing Program (MEEHA), Maryland Energy Assistance Program (MEAP), Energy Efficiency Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

**Position Duties:**

The Housing and Building Energy Programs within Community Development Administration (CDA) are seeking an experienced and skilled Job Review Specialist.

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.

This position is responsible for the review and approval of energy audits and studies, 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. Typical project size will be 1 to 5 units and may involve townhouse, low-rise, mid-rise, or high-rise construction.

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 Job Review Specialist applies 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.

The ideal candidate is able to work independently and applies strong attention to detail.

**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 data bases, 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=0008>