

CDA Lending and Risk Analyst II/Energy Quality Assurance Inspector (C24031/508200)  
Recruitment # 25-003726-0001  
Filing Deadline – 05/12/2025  
Salary - \$31.16 - \$36.23/hour (Grade 17/Step 3 – 9, with promotional growth to \$50.32)  
Telework Eligible – Yes



**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).

### **Grade:**

**This position offers a salary range of \$31.16 - \$36.23/hour, with potential for advancement up to \$50.32 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$36.23/hour.**

**Position Duties:**

The Energy Quality Assurance Inspector is a highly skilled professional applying their understanding of building science, energy diagnostic and modeling methodologies, energy conservation measures, concepts and practices to assure effective retrofits in residential buildings.

The Quality Assurance Inspector is responsible for the review and approval of energy audits, scopes of work, specifications work progression and inspecting completed units to ensure compliance. The energy retrofit work may be part of a more comprehensive, substantial or moderate rehabilitation effort with additional State or Federal Funds, or may be a stand alone retrofit project.

This position evaluates the work performed by Local Weatherization Agencies and State Weatherization Contractors. Evaluations consist of site visits, desk-top data monitoring, 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, analyzing, review, and approve proposed contractors, architects, plans and specifications, construction estimates, work scopes, 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 various stages of construction.

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

**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:**

- Experience managing residential construction projects
- Experience with energy efficiency in residential properties
- Experience with energy efficiency financing or interacting with grant/loan processes for construction projects
- Experience with computers, databases, and energy modeling

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=25&R2=003726&R3=0001>