

CDA Lending and Risk Analyst Jr. II/Energy Program Associate (C25004/518392)

Recruitment # 25-003724-0002

Filing Deadline – 05/22/2025

Salary - \$27.46 - \$31.83/hourly (Grade 15/Step 3-9, with promotional growth to \$44.16/hourly)

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. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

Program Excellence: WholeHome, Energy and Business Lending 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 or 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 division works within the Department to administer a wide range of programs using a variety of funding sources. For example, the Housing and Building Energy Programs have assisted over 47,000 households in the last 9 years with an annual estimated budget of around \$32,000,000. 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. We work to continually improve our division of highly experienced and certified staff by bringing in individuals who strengthen and broaden the skillset of our team. We continually cross-train to allow each team member to make significant contributions to our suite of complex programs.

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 Low Income Energy Efficiency Program (LIEEP), EmPOWER Maryland Energy Efficiency Tune-

up Program (MEET), EmPOWER Multifamily Energy Efficiency and Affordable Housing Program (MEEHA), Maryland Energy Assistance Program (MEAP) for Crisis/No-Heat/No-Cool, Energy Efficiency Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

Grade:

15

This position offers a salary range of \$27.46 - \$31.83/hour, with potential for advancement up to \$44.16 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$31.83/hour.

Position Duties:

The Energy Program Associate assists the Program Manager and Senior Program Manager (Administrator) in the implementation of program operations to support the Housing and Building Energy Programs (HBEP), but specifically to programs assigned by the Administrator. The Program Associate interacts with Network Partners, and other stakeholders to provide program guidance and clarify guidelines.

The Program Associate evaluates data, databases, and other sources to identify and suggest changes to processes to fulfill the objectives of the Program. The Program Associate assists in managing lead assignments, overseeing production rates and inspection activities, as well as supporting the management of budgets, fund allocation and expenses, facilitating meetings, and executing reporting obligations.

Minimum Qualifications:

Experience: Four years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management providing technical assistance for development or rehabilitation of multifamily or single family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs.

Notes:

1. Candidates may substitute an Associate of Arts degree from an accredited college or university in Finance, Business Administration, Architecture, Construction Management, Economics, Accounting or a related field and two years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management providing technical assistance for development or rehabilitation of multifamily or single family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs for the required experience.

2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in the fields of Finance, Accounting, Economics, Business Administration, Architecture, or Construction Management for the required experience.

3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in the Loan Specialist classification series or Loan Specialist specialty codes or as a non-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 from an accredited college or university
- Experience managing state or non-profit financial information and/or grant programs, to include but not limited to reviewing, recording, and processing invoices for payment
- Administrative experience, including developing reports, analyzing data, using spreadsheets, and reviewing budgets

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=003724&R3=0002>