

CDA Lending and Risk Analyst Jr. II/Energy Program Associate (C24035/514187)

Recruitment # 25-003724-0003

Filing Deadline – 05/29/2025

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.

Housing and Building Energy Programs: We are a fast paced, dynamic team committed to serving Maryland. We are hiring 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 division works within the Department to administer a wide range of programs using various funding sources. The programs 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 climate 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-EmPOWER), MEEHA Greenhouse Gas Reduction Program (MEEHA-GHGRP), 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 Program Associate assists in the implementation of program operations to support several sub-programs or funding sources using independent judgment and analysis to review and process applications, and prepare, process, and file program documents.

The Program Associate works closely with the program staff and interacts with applicants, energy auditing companies, and other DHCD staff, and other parties to provide guidance and clarify program requirements.

The Program Associate also assists in the development and revising of program regulations, policies, procedures, and operational guidelines. The Program Associate learns to coordinate and prepare periodic and ad-hoc reports for both internal and external stakeholders.

The Department is seeking a qualified applicants that are team players that can also work independently, have a positive attitude to promote a professional atmosphere, possess a proactive mindset, and be comfortable identifying issues, proposing solutions, and driving improvements through critical thinking. The successful applicant should also be able to manage multiple tasks and adjust to changing priorities responding to varying demands.

Minimum Qualifications:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

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:

- Experience managing state or non-profit financial information, including but not limited to reviewing, recording, and processing invoices for payments
- Experience utilizing Microsoft Office and Google Workspace

TTY Users: Call via Maryland Relay.

We thank our Veterans and 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.