

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

<b><u>CLASSIFICATION SERIES:</u></b> Community Development Analyst	<b><u>SERIES NO.:</u></b> 6638
<b><u>MAJOR AGENCIES:</u></b> Ohio Department of Development only	<b><u>EFFECTIVE DATE:</u></b> 04/24/2011

**SERIES PURPOSE:**

The purpose of the community development analyst occupation is to monitor community agency participation in the field & utilization of grant funding programs (i.e., excluding criminal & juvenile justice grant programs).

This classification is to be utilized by the Ohio Department of Development only.

**CLASS TITLE:**

Community Development Analyst

**CLASS NUMBER:**

66381

**EFFECTIVE DATE:**

04/24/2011

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of community assistance programs in order to monitor community agency participation in field & utilization of grant funding programs.

<b>CLASS TITLE:</b> Community Development Analyst	<b>CLASS NUMBER:</b> 66381	<b>BARGAINING UNIT:</b> 14
--	-------------------------------	-------------------------------

**EFFECTIVE DATE:**

04/24/2011

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Monitors community agencies (i.e., local, public & private organizations) participation in field & utilization of one or more grant funding programs (e.g., Home Weatherization Assistance; Residential, Educational, Commercial or other Energy Efficiency Programs; Home Energy Assistance; Community Services; Block Grants; Emergency Homeless).

Combines state and federal regulations to develop program applications for the Community Development Block Grant (CDBG) program (i.e., formula, water and sewer, microenterprise and neighborhood revitalization processes) & reviews programs (i.e. CDBG) for adherence to government regulations, policies & procedures; monitors local cities and counties Community Development offices for the state CDBG program; coordinates the CDBG program for, on average, more than thirty communities, with federal grants totaling approximately five million dollars; develops review and monitoring tools in order to assess the local programs for compliance with the program & recommends changes; interprets program data, financial statistics & technical reports & provides analysis; performs risk assessment of agencies to determine capacity to manage & implement programs; reviews fiscal/audit reports, surveys, budget amendments/revisions &/or tracks payments; provides technical assistance to community agencies in implementation & planning of community grants; travels to community agencies in field to monitor program implementation & validate governmental compliance of program & fiscal records, personnel, equipment &/or program objectives; recommends corrective actions & methods to improve service delivery for community when necessary; evaluates results of local program operations, systems & procedures to assess extent of achievement of program goals & objectives; analyzes and interprets community grant programs, policies and procedures in order to assist in the preparation and formulation of community grant policies and procedures.

Conducts or assists in training programs (e.g. program application and regulation training), workshops or meetings for local service providers and consultants; articulates information regarding grants & community development programs to general public, local mayors, county commissioners, village administration and community development offices, upon request; attends meetings, workshops or seminars to update knowledge &/or share information with local service provider agencies; drafts training materials; facilitates communication between local service providers & other public or private sector entities to foster new program partnership opportunities; compiles & writes narrative & statistical reports; conducts special projects & research; investigates complaints of clients from grantees.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of community development programs, social services, sociology, public/business administration; state & federal regulations governing grants\*; budgeting\*; public relations. Skill in operation of computer terminals; operation of calculator; use of tools to inspect buildings in energy programs. Ability to define problems, collect technical data, establish facts & draw valid conclusions; conduct interviews; calculate fractions, decimals & percentages; write technical reports & correspondence; prepare & deliver speeches for specialized audiences or general public; gather, collate & classify information about community grant data, people or things; answer technical inquiries from community grantees, administrators, elected officials & public. (\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of an undergraduate core program in business administration, public administration, city and regional planning, sociology, social services or political science; 12 months experience in planning, developing and/or implementing community and/or economic development programs. Must be able to provide own transportation.

-Or 36 months experience in planning, developing and/or implementing community and/or economic development programs. Must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires overnight travel.