

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

Housing Development Analyst

**SERIES NO.:**

6733

**MAJOR AGENCIES:**

Ohio Department of Development only

**EFFECTIVE DATE:**

04/22/2012

**SERIES PURPOSE:**

The purpose of the housing development occupation is to monitor affordable housing loan &/or grant programs.

Incumbents monitor affordable housing loan &/or grant programs & assist in administration of affordable housing programs.

This class is reserved for use by the Ohio Department of Development only.

**CLASS TITLE:**

Housing Development Analyst

**CLASS NUMBER:**

67331

**EFFECTIVE DATE:**

06/26/1994

**CLASS CONCEPT:**

The first full performance level class works under direction & requires considerable knowledge of housing loan & grant programs in order to monitor affordable housing loans & grant programs & assist in administration of affordable housing programs.

<b>CLASS TITLE:</b> Housing Development Analyst	<b>CLASS NUMBER:</b> 67331	<b>BARGAINING UNIT:</b> 14
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**EFFECTIVE DATE:**

06/26/1994

**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 housing loan &/or grant programs to enforce compliance with state & federal housing loan regulations (i.e., interprets information on housing loan applications; identifies loan &/or grant resources, requirements & regulations for lending institutions; provides technical assistance & advice regarding loan applications, advertisement & program qualifications), participates in program/policy development & assists in administration of affordable housing programs.

Prepares statistical & financial reports; prepares graphs & tables summarizing results of data collection & analysis; updates data on lending institution participation; monitors metropolitan housing agencies annual activities report; updates data on non-profit organization participation.

Conducts education seminars for lenders, realtors, non-profit organizations & homebuyers on program regulations & information on eligibility requirements; updates training files by compiling instructional manuals; attends meetings, conferences & task groups; prepares & maintains records, reports & related documentation.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of housing loan & grant programs; governmental housing regulations & procedures\*; accounting, finance, economics, business administration or public administration. Skill in operation of computer\*; calculator\*; typewriter\*; copier\*; postage meter\*. Ability to review & interpret governmental housing regulations & programs; prepare statistical & financial reports; prepare & deliver speeches to professional groups & general public; handle financial inquiries from public & government officials.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in accounting, finance, economics, business administration or public administration.

-Or 24 mos. trg. or 24 mos. exp. in researching housing loan & grant programs.

-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:**

Not applicable.