

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

Housing Grant Analyst

SERIES NUMBER

6732

MAJOR AGENCIESOhio Department of Development Services Agency and Ohio
Housing Finance Agency only**EFFECTIVE**

10/20/2013

SERIES PURPOSE

The purpose of the housing grant analyst occupation is to review community agency participation & compliance in housing &/or homeless grant programs.

At the first level, incumbents learn to & assist in review of community agency participation & compliance in housing &/or homeless grant programs.

At the second level, incumbents review community agency participation & compliance in housing &/or homeless grant programs.

At the third level, incumbents act as lead worker, review community agency participation & compliance in housing &/or homeless grant programs.

This classification is reserved for use by the Ohio Department of Development Services Agency and Ohio Housing Finance Agency only.

JOB TITLE

Housing Grant Analyst 1

JOB CODE

67321

PAY GRADE

30

EFFECTIVE

06/26/1994

CLASS CONCEPT

The entry level class works under general supervision & requires working knowledge of housing &/or homeless grant programs & regulations in order to learn to & assist in review of community agency participation & compliance with housing &/or homeless grant programs.

JOB TITLE

Housing Grant Analyst2

JOB CODE

67322

PAY GRADE

32

EFFECTIVE

10/20/2013

CLASS CONCEPT

The full performance level class works under direction & requires considerable knowledge of housing &/or homeless grant programs & regulations in order to review community agency participation & compliance to housing &/or homeless grant programs.

JOB TITLE

Housing Grant Analyst 3

JOB CODE

67323

PAY GRADE

33

EFFECTIVE

06/26/1994

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of housing &/or homeless grant programs & regulations in order to act as lead worker (i.e., provides work direction & training) over lower-level housing grant analysts & review community agency participation & compliance with housing &/or homeless grant programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Housing Grant Analyst 1	67321	14	06/26/1994	30

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.)

Learns to & assists in reviewing community agency (e.g., cities, counties, non-profit organizations, real estate developers, consultants, homeless shelters) participation in housing compliance areas (e.g., procurement, acquisition/relocation, environmental impact, fair housing, equal opportunity, citizen participation, housing quality standards, income qualification, residential rehabilitation standards) in one or more housing &/or homeless grant programs (e.g., Home Investment Partnership, low income housing, emergency shelter, transitional housing for homeless) & regulations (e.g., Section 8, fair market rent standards, fair housing, national electrical code, one & two family dwelling code, Americans with Disabilities Act) & provides assistance (e.g., application preparation, record keeping) to community agencies.

Assists in reviewing applications for housing &/or homeless grant programs; assists in conducting research & collecting housing &/or homeless data; assists in making recommendations on housing &/or homeless research finds; assists in entering grantee data into computer, tracking status & creating spreadsheets for review; assists in preparing reports, correspondence & mailing materials to grantees; assists in monitoring grantees & community based projects through site visits.

Assists in conducting training sessions; assists in coordinating (e.g., arranges meeting, prepares agenda, prepares minutes) training programs; attends meetings (e.g., funding review, peer review, improvement committee, staff).

MAJOR WORKER CHARACTERISTICS

Knowledge of housing &/or homeless grant programs & regulations*; public relations*; computer programs*; business administration/public administration or urban planning; real estate programs. Skill in operation of computer*; operation of copier*; operation of fax machine*. Ability to review housing &/or homeless grant applications with accuracy & completeness; prepare reports & computer spreadsheets & make recommendations or findings; handle routine inquiries from community agencies, government officials & general public; cooperate with co-workers on group assignments

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in business administration/public administration, urban planning or political science; must be able to provide own transportation.

-Or 24 mos. trg. or 24 mos. exp. in planning/developing &/or implementing housing &/or homeless grant programs or real estate sales; 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 travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Housing Grant Analyst	67322	14	10/20/2013	32

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.)

Reviews community agencies (e.g., cities, counties, non-profit organizations, real estate developers, consultants, chambers of commerce, homeless shelters) participation in housing compliance areas (e.g., procurement, acquisition/relocation, environmental impact, fair housing, equal opportunity, citizen participation, housing quality standards, income qualification, residential rehabilitation standards) to one or more housing &/or homeless grant programs (e.g., Home Investment Partnership, low income housing, transitional housing for homeless) & regulations (e.g., Section 8 fair market rent standards, fair housing, national electrical code, one & two family dwelling code, Americans with Disabilities Act) & provides technical assistance (e.g., application preparation, record keeping, dispute resolution) to community agencies.

Reviews applications for housing &/or homeless grant programs; conducts research, collects housing &/or homeless data & makes recommendations on findings; enters grantee data into computer, tracks status & creates spreadsheets for analysis; prepares technical reports & correspondence on grantee compliance & recommends corrective action; coordinates competitive application review process (e.g., logs in applications, plans team review); conducts on-site monitoring visits with community agencies & discusses findings in exit interview; assists in developing housing &/or homeless policies, procedures, internal review systems, booklets or forms.

Conducts or assists in training programs, workshops or meetings with grantees or staff (e.g., selects location, prepares agenda, develop training materials, designs visual aides, photocopies & collates materials; transports information packages & registers participants).

MAJOR WORKER CHARACTERISTICS

Knowledge of housing &/or homeless grant programs & regulations; public relations*; computer programs*; business administration/public administration or urban planning; real estate programs; employee training & development*. Skill in operation of computer; operation of copier*, operation of calculator*. Ability to review housing &/or homeless applications with accuracy & completeness; prepare technical reports, computer spreadsheets & make recommendations on findings; handle technical & sensitive inquiries from community agencies, government officials & general public; cooperate with co-workers on group assignments.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

For position in the Development Services Agency:

Completion of undergraduate core program in business administration/public administration, urban planning or political science; 12 mos. trg. or 12 mos. exp. in planning, developing &/or implementing housing &/or homeless grant programs or real estate sales & must be able to provide own transportation.

-Or 36 mos. trg. or 36 mos. exp. in planning, developing &/or implementing housing &/or homeless grant programs or real estate sales & must be able to provide own transportation.

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

For positions in the Ohio Housing Finance Agency:

Completion of undergraduate core program in business administration/public administration, urban planning or political science; 4 courses or 12 mos. exp. performing in financial underwriting of multifamily housing loans or bonds & must be able to provide own transportation.

-Or 36 mos. trg. or 36 mos. exp. in performing financial underwriting of multifamily housing loans or bonds & 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 travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Housing Grant Analyst 3	67323	14	06/26/1994	33

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.)

Acts as lead worker (i.e., assigns, monitors & reviews work, trains personnel & coordinates activities) over lower-level housing grant analysts & serves as team leader on housing programs (e.g., community development block grant comprehensive housing, community housing improvement program), reviews community agencies' (e.g., cities, counties, non-profit organizations, real estate developers, consultants, chambers of commerce, homeless shelters) participation & housing related compliance areas (e.g., procurement, acquisition/relocation, environmental impact, fair housing, equal opportunity, citizen participation, housing quality standards, income qualification, residential rehabilitation standards) to one or more housing &/or homeless grant programs (e.g., Home Investment Partnership, low income housing, transitional housing for homeless) & regulations (e.g., Section 8 fair market rent standards, fair housing, national electrical code, one & two family dwelling code, Americans with Disabilities Act) & provides technical assistance (e.g., application preparation, record keeping, dispute resolution) to community agencies.

Reviews applications for housing &/or homeless grant programs; conducts research, collects housing &/or homeless data & makes recommendations on findings; enters grantee data into computer, tracks status & creates spreadsheets for analysis; prepares technical reports & correspondence on grantee compliance & recommends corrective action; coordinates competitive application review process (e.g., logs in applications, plans team review); conducts on-site monitoring visits with community agencies & discusses findings in exit interviews; assists

MAJOR WORKER CHARACTERISTICS

Knowledge of housing &/or homeless grant programs & regulations; public relations*; computer programs*; business administration/public administration or urban planning; real estate programs; employee training & development*. Skill in operation of computer; operation of copier, operation of calculator; operation of motor vehicle. Ability to review housing &/or homeless applications with accuracy & completeness; prepare technical reports, computer spreadsheets & make recommendations on findings; handle technical & sensitive inquiries from community agencies, government officials & general public; cooperate with co-workers on group assignments; oversee housing application work of others & identify mistakes.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in business administration/public administration, urban planning or political science; 24 mos. trg. or 24 mos. exp. in housing &/or homeless grant programs or real estate sales.

-Or 48 mos. trg. or 48 mos. exp. in planning, developing &/or implementing housing &/or homeless grant programs or real estate sales.

-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.