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.


**CLASS TITLE:**
Housing Development Analyst

**CLASS NUMBER:**
67331

**BARGAINING UNIT:**
14

**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.