

**OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY**

Job Title: **Community Development Analyst**

Position Number: 20011364

Starting Salary: \$27.84 hr. / \$57,907 yr.

Job Classification/Status: Classified

Division/Office: Community Services/Community Infrastructure

Location: 77 South High Street, 26th Floor, Columbus, Ohio

Pay Range: 32

Bargaining Unit: 14

Work Hours: Day Hours, M- F

DATE POSTED: NOVEMBER 17, 2023

DEADLINE FOR APPLYING: DECEMBER 4, 2023

The **Community Development Analyst** works as part of the Community Investments team within the Community Services Division, overseeing Ohio's non-entitlement Community Development Block Grant (CDBG) program. The position is responsible for assuring compliance with federal and state policies and regulations of programs receiving CDBG funding from Development. The position coordinates grant management of several dozen grants each fiscal year, conducts regulatory and financial compliance and reporting, advises on, and applies federal and regulations, and assists in developing state community development program policies and procedures. The position also participates in the development of the State of Ohio Consolidated Plan. This position is a remote work position, with travel required.

Responsibilities include, but are not limited to:

- Providing training and technical assistance regarding CDBG programs to external customers
- Preparing and presenting training sessions, webinars, and workshops
- Administering the application process for CDBG programs, including developing guidelines, documents, review tools, and scoring criteria
- Making recommendations for program policy and conducting policy research
- Monitoring grant recipients for compliance with all applicable federal and state regulations, policies, and procedures

Minimum Classification Qualifications (Applicants must meet minimum qualifications along with Position Specific Minimum Qualifications to be considered):

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.

Position Specific Minimum Qualification:

Completion of an undergraduate core program in Public Administration, City and Regional Planning or Civil Engineering; 12 months experience in application of Code of Federal Regulations.

Requires overnight travel.

The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT <http://careers.ohio.gov> OR SUBMIT APPLICATION TO:

Ohio Department of Development, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130
hr@development.ohio.gov

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