

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Community Development Analyst

SERIES NO.:
6638

MAJOR AGENCIES:
Ohio Department of Development only

EFFECTIVE DATE:

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:

02/06/1994

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.

CLASS TITLE: Community Development Analyst	CLASS NUMBER: 66381	BARGAINING UNIT: 14
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EFFECTIVE DATE:

02/06/1994

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 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).

Reviews community grant applications & programs for adherence to government regulations, policies & procedures & 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; assists in preparation & formulation of community grant policies & procedures for office.

Conducts or assists in training programs, workshops or meetings for local service providers; responds to requests for local service providers grant information from general public, administrators or elected officials; 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 undergraduate core program in social services, sociology, public/business administration. Must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in monitoring community grant 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.