POSITION DESCRIPTION

AGENCY/DEPT ID HFA700000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Legal Office		Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
This row is for Program Administrators & Project Managers ONLY	Identify Program or Project	Estimated Duration of Project

POSITION NUMBER 20067347

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Compliance Officer	20067295 Assistant Chief Legal Counsel (Administrative Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 99 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Administrative Staff

JOB CODE 99580

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Under direction of Legal Management, coordinates and provides administrative support in order for the Ohio Housing Finance Agency (OHFA) to remain in compliance with the legal timelines of applicable state and federal laws, statutes, policies, and/or practices: manages OHFA's litigation portfolio and files to keep track of lawsuits in which the agency is a party; coordinates the administrative rule review process and the adoption of said administrative rules by filing, as required, administrative rules with the Common Sense Initiative and the Joint Committee on Agency Rule Review, facilitating the agency's stakeholder engagement and public hearing processes for proposed administrative rules, and acting as liaison for the Common Sense Initiative and the Joint Committee on Agency Rule Review; assists with and supports OHFA in remaining compliant with public records requests by logging and tracking individual public records requests, assigning records requests to appropriate counsel, working with agency staff to identify records for production, and drafting acknowledgements and proposed responses to be sent to requestors; ensures OHFA meets Ohio Ethics laws requirements by tracking completion of required annual ethics law trainings and certifications of completion, sending staffing updates to Ohio Ethics Commission of staff required to file financial disclosures, tracking filings and following up to ensure financial disclosure filing timelines are met, and providing technical guidance for completing financial disclosure statements to staff as necessary; provides periodic updates to the Chief Legal Counsel as directed.	**Knowledge of:** (8a) Employee Training & Development, (11a) Public Relations, (11b) Human Relations, (13b) Agency Policies & Procedures (e.g., OHFA,)*, (14) Government Structure & Process (e.g., Ohio Ethics Commission, Common Sense Initiative, Joint Committee on Agency Rule Review), (23) Law (e.g., litigation, ethics, public records requests), (K2) Vision, Mission & Goals of the Agency*; **Skill in:** (25b) Word Processing (e.g., Microsoft Office Suite), (29) Equipment Operation (e.g., computer & other standard office equipment; **Ability to:** (30g) understand system of mechanical or other procedures (e.g., administrative rule review process), (30l) define problems, collect data, establish facts & draw valid conclusions, (30n) deal with some abstract but mostly concrete variables, (31d) add, subtract, multiply & divide whole numbers, (32g) copy records precisely without error, (32l) maintain accurate records, (32o) originate routine business letters reflecting standard procedures, (32t) use proper research methods in gathering data, (33e) gather, collate & classify information about data, people or things, (34b) work alone on most tasks, (34c) cooperate with co-workers on group projects, (34f) handle sensitive inquiries from & contacts with officials & general public.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/jcg	8/26/2026

POSITION DESCRIPTION

AGENCY/DEPT ID HFA700000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Legal Office		Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)
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POSITION NUMBER 20067347

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Compliance Officer	20067295 Assistant Chief Legal Counsel (Administrative Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 99 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Administrative Staff

JOB CODE 99580

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	In coordination with and on behalf of the agency records officer, assists with records retention efforts of OHFA: facilitates the update and/or adoption of record retention schedules; provides technical guidance and advice to staff on the management of records in accordance with agency retention schedules; prepares, facilitates the execution of, and maintains files of record destruction certificates in accordance with agency retention schedules; acts as liaison with the Department of Administrative Services (DAS) for records management.	**Knowledge of:** 8a, 11a, 11b, (12) Office Management, 13b*, 14 (e.g., Department of Administrative Services, 23 (e.g., records retention), K2*; **Skill in:** 25b, 29; **Ability to:** 30g (e.g., records retention), 30l, 30n, 31d, (32k) complete routine forms, 32l, 32o, 33e, 34b, 34c.
10	Performs routine support duties for Legal Office: provides secondary support for the agency's board meetings; supports the Chief Executive Administrator in the planning and preparation of agency board meetings; provides support at agency board meetings; performs other duties as assigned.	**Knowledge of:** 11a, 11b, 13b*, 14, 23, K2*; **Skill in:** 25b, 29; **Ability to:** 30l, 30n, (32j) copy material accurately & recognize grammatical & spelling errors, 32o, 34c, 34f. *Developed after employment
	Customer Service Standards: Adheres to Customer Service Standards set forth in the OHFA Team Handbook when interacting with those who use our services and programs and our co-workers. Makes internal and external customers and their needs a primary focus of actions. Develops and sustains productive customer relationships. Adheres to OHFA's Strategic Plan when working with staff, leadership, external organizations & public of diverse, socioeconomic, cultural, race & ethnic backgrounds.	**Unclassified per ORC 124.11 (A) (30) Administrative Staff per ORC 175.05 (A) (2) 07/2005**

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/jcg	8/26/2026