POSITION DESCRIPTION

AGENCY/DEPT ID HFA100000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Operations	Office of Research & Analytics	Franklin

POSITION NUMBER 20067372

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
Data Analyst	20072721 Director of Research & Analytics (Admin Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	☐ Filled ☒ Vacant	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

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Under general supervision, helps to develop and execute an overall research agenda focused on policy-relevant housing issues for the Ohio Housing Finance Agency (OHFA): provides research and support for policy decision-making for program offices, including program evaluations, qualitative studies, and quantitative data analysis; works independently or as part of a team to design research projects, determine appropriate data collection techniques, analyze qualitative, quantitative, and spatial data, and establish deadlines; applies appropriate research concepts, methodologies, practices, and procedures to all projects; provides data support for the Office of Multifamily Housing on projects (e.g., Qualified Allocation Plan [QAP]); assists with analysis and evaluation of statewide housing initiatives (e.g., Ohio 811 PRA program); manages tasks, monitors progress, and works collaboratively with external and internal partners.	**Knowledge of:** (13b) Agency Policies & Procedures (e.g., OHFA)*, (14) Government Structure & Process (e.g., Affordable Housing Programs)*, (17) Business (e.g., Housing Development), (21) Social Sciences (e.g., advance statistics, statistical analysis, research theory, design & methodology, survey design), (22) Electronic Data Processing (e.g., R Studio, Tableau, Stata, ArcGIS, Python), (K1) Technical or Business Writing (e.g., technical, business, legal or scientific reports); **Skill in:** (25b) Word Processing (e.g., Microsoft Office Suite, Power BI), (29) Equipment Operation (e.g., computer & other standard office equipment); **Ability to:** (30k) understand practical field of study (e.g., data management), (30l) define problems, collect data, establish facts & draw valid conclusions, (30n) deal with some abstract but mostly concrete variables, (31h) use statistical analysis, (32r) prepare meaningful, concise & accurate reports, (32t) use proper research methods in gathering data, (A1) formulate thought & express orally & in writing, (33e) gather, collate, & classify information about data, people or things, (34b) work alone on most tasks, (34c) cooperate with coworkers on group projects, (34f) handle sensitive inquiries from & contacts with officials & general public.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE	DATE
	Bill Beagle/jcg	8/11/2026

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AGENCY/DEPT ID HFA100000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
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USUAL WORKING TITLE OF POSITION	POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR
Data Analyst	20072721 Director of Research & Analytics (Admin Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	☐ Filled ☒ Vacant	Bargaining Unit 22 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 DESCRIPTION

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Performs analytic tasks related to position and research: utilizes agency approved data analytics software (e.g., R Studio) to prepare statistical and narrative reports, policy briefs, strategic documents, and other research products for use in policy and administrative decision making; utilizes data visualization software (e.g., Tableau) to create data visualizations that support research findings for white papers, policy briefs, and peer-reviewed papers; develops operating procedures related to research performed.	**Knowledge of:** 13b*, 14*, 22, K1: **Skill in:** 25b (e.g., R Studio, Tableau), 29; **Ability to:** 30k, 30l, 31h, 32t, (32v) originate &/or edit articles for publication, 33e, 34c, 34f.
10	Assists with other projects as assigned: responds to questions from other staff and outside parties; provides assistance to other offices or sections.	**Knowledge of:** 13b*, 14*, 17, 22; **Skill in:** 25b, 29; **Ability to:** 30k, 30l, 30n, 32t, A1, 34c.
		*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 pro-grams 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 & the 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**

JOB CODE 99580

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	Bill Beagle/jcg	8/11/2026