

POSITION DESCRIPTION						AGENCY/DEPT ID HFA 200000	
DIVISION OR INSTITUTION Ohio Housing Finance Agency			UNIT OR OFFICE Human Resources			COUNTY OF EMPLOYMENT 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 20067392	☐ Reclassification ☐ New Position ☒ Update			Position Hyperlinked to ☐			
				Agency Organizational Tree			
	USUAL WORKING TITLE OF POSITION Director of Human Resources			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20067366 Executive Director (Administrative Staff)			
	☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Fiduciary	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 DESCRIPTION AND WORKER CHARACTERISTICS						
	%	Job Duties in Order of Importance			Knowledge, Skills & Abilities		
45	Under administrative direction of the Executive Director, acts as senior staff coordinator with Ohio Housing Finance Agency (OHFA); provides strategic Human Resources leadership to the Agency by managing strategies and processes; assesses strategic and organizational development needs of operating and business offices; leads the design, development, and implementation of policies and strategies tailored to meet departmental needs and program goals; develops and recommends key programmatic elements of the organizational development process; evaluates strategies and programs to measure the achievement of established departmental goals; assists with facilitation and coaching of executive and senior staff and managers regarding organizational development and strategic methods and tools; plans and leads short and long-term planning for departmental programs; provides leadership and vision to ensure Agency systems are effective and ensure financial strength and operating efficiency.			Knowledge of: (5) Management, (6) Labor Relations, (7) Workforce Planning, (8a) Employee Training & Development, (8b) Human Resource Development, (10) Safety Practices (e.g., policies & procedures), (11a) Public Relations, (11b) Human Relations, (13b) Agency Policies & Procedures (e.g., OHFA), (K2) Vision, Mission & Goals of the Agency*; Skill in: (25b) Word Processing (e.g., Microsoft Office Suite), (29) Equipment Operations (e.g., computer & other standard office equipment); Ability to: (30l) define problems, collect data, establish facts & draw valid conclusions, (30r) deal with many variables & determine specific action (e.g., research, production), (32r) prepare meaningful, concise & accurate reports, (32t) use proper research methods in gathering data, (34f) handle sensitive inquiries from & contacts with officials & general public, (34g) establish friendly atmosphere as division or large section chief, (A2) establish & present positive image representing the division, the department & the agency in a public forum.			
List Position Numbers & Job Titles of Positions Directly Supervised: Administrative Staff: 20067393, 20080737, 20080796 Administrative Professional 1: 20067278 College Intern: 20067406			SIGNATURE OF AGENCY REPRESENTATIVE Bill Beagle/jcg		DATE 8/14/2026		

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30		Manages OHFA Human Resources (HR) programs and oversees HR staff in developing and implementing personnel initiatives and tasks: ensures all operations are in compliance with civil service laws, collective bargaining agreement (i.e., Ohio Civil Service Employees Association [OCSEA]), and laws (e.g., local, state, federal); oversees and/or administers all human resources functions (e.g., payroll, compensation, benefits, personnel actions, Equal Employment Opportunity [EEO], employment, labor relations, training, special projects); oversees and/or manages personnel movements (e.g., hiring, terminations); serves as consultant to Directors and managers on employment issues; acts as liaison to keep Executive staff current on all employment activities; communicates with Office of Finance on departmental staffing plans and employment activities; meets with Directors, managers, and supervisors to determine best course of action in employment concerns; coordinates with HR staff to handle inquiries on employment issues from applicants and general public; serves as liaison with other agencies or institutions.	
Knowledge of: 5, 6, 7, 8a, 8b, (9b) Supervision, 11a, 11b, 13b, (14) Government Structure & Process (e.g., Department of Administrative Services [DAS], OCSEA), (15) Counseling, (23) Law (e.g., employment law), K2*; Skill in: 25b, 29; Ability to: 30l, 30r, (31d) add, subtract, multiply & divide whole numbers, (32p) interview job applicants effectively, 32r, (33e) gather, collate & classify information about data, people or things, 34f, 34g.			
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25	Acts in a fiduciary relationship to the Executive Director in overseeing HR operations of OHFA: assists Executive Director and executive staff in implementing Human Resource policy within agency; acts as a member of the executive staff; in conjunction with OHFA's Chief Legal provides interpretation of Ohio Revised Code (ORC) and Ohio Administrative Code (OAC); advises Executive Director, Executive Staff, Division Directors, and supervisors on human resources policies and procedures; works with management to resolve complex and controversial personnel matters. 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 & the public of diverse, socioeconomic, cultural, race & ethnic backgrounds.			Knowledge of: (1) Budgeting, 5, 6, 7, 8a, 8b, 11b, 13b, 14, (e.g., ORC, OAC), K2*; Skill in: 25b, 29; Ability to: 30r, 31d, 32t, 33e, (34c) cooperate with co-workers on group projects, 34f. *Developed after employment Unclassified per ORC 124.11(A)(30) Administrative Staff per ORC 175.05(A)(2) 07/2005			
JOB TITLE Administrative Staff							
JOB CODE 99580							
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