

POSITION DESCRIPTION						AGENCY/DEPT ID HFA 300000		
DIVISION OR INSTITUTION Single Family Housing			UNIT OR OFFICE Residential Lending			COUNTY OF EMPLOYMENT Franklin		
<i>This row is for Information Technology classifications ONLY</i>			PRIMARY TECHNOLOGY (IT ONLY)			SECONDARY TECHNOLOGY (IT ONLY)		
<i>This row is for Program Administrators & Project Managers ONLY</i>			Identify Program or Project			Estimated Duration of Project		
POSITION NUMBER 20067314 JOB TITLE Housing Development Analyst JOB CODE 67331	☒ Reclassification ☐ New Position ☐ Update		Position Hyperlinked to ☐ Agency Organizational Tree					
	USUAL WORKING TITLE OF POSITION Housing Development Analyst			POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20067270 Residential Lending Manager				
	☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt				Bargaining Unit 14	
					If FLSA Exempt, exemption type:		Page 2 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		
	20	Provides technical assistance and assists in state-wide lender training: participates in outreach events across State of Ohio to promote OHFA programs to potential homebuyers; attends conferences, meetings and task groups; prepares and routes correspondence; prepares and maintains records, data, documentation, contracts, and reports; assists with report production according to format requirements; uses personal computer to enter data into databases, including all Emphasis software programs. 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: 4, 11a, 14*, 17, 21, K2*; Skill in: 29; Ability to: 30f, 30j, 30k, 31h, 32o, 32u, 34f. *Developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:				SIGNATURE OF AGENCY REPRESENTATIVE <i>Bill Beagle/jcg</i>			DATE 2/26/2026	