POSITION DESCRIPTION

AGENCY/DEPT ID HFA500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Multifamily Housing	Program Compliance	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 20067292

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Housing Examiner	20080088 Program Compliance Manager (Admin Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2

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

JOB TITLE Housing Examiner

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
90	Works to independently schedule and oversee multiple funding programs and conducts on-site affordable housing inspections for assigned projects throughout Ohio: corresponds with property owners to provide notification of upcoming site inspections (e.g., composes and mails informational letters, emails, makes necessary phone calls); inspects all buildings, common areas, sites, and low-income units; conducts file audit of tenant income certifications, supporting documents and rent restrictions for selected units; inspects project records to insure all rules and regulations of tax credit program are being followed in adherence to rules and regulations (e.g., Tax Reform Act of 1986, Section 42 of Internal Revenue Code, applicable Qualified Allocation Plan and IRS Regulation 1.42-5); during large project inspections, operates as lead worker with other housing examiners (e.g. provides work direction, monitors and reviews work, analyzes and approves all worksheets processed by other examiners); responsible for scheduling/obtaining staff assistance for large project inspections; trains tax credit owners and staff during inspections on proper use of Ohio Housing Finance Agency (OHFA) forms and tools (e.g., related manuals, utilizing available resources and DevCo, including annual reports) to prevent noncompliance; audits, processes, and approves utility allowances, analyzes and complies housing development assistance program (HDAP) rent approval forms, extended use assessments, and any other forms or processes necessary to comply with Section 42 of Internal Revenue Code and Ohio Housing Finance Agency (OHFA) policies; provides notification of compliance and non-compliance as appropriate; audits and approves annual owner certifications: corresponds with project owners (e.g., composes letters &/or emails regarding compliance with Section 42 of Internal Revenue Code and OHFA policy); enters information into DevCo; performs post site inspection duties; summarizes findings and/or initiates a corrective action plan with project owner (e.g., generates letters of non-compliance, establishes a correction period, corresponds during correction period); submits notification of noncompliance (e.g., 8823's) to Internal Revenue Service &/or Housing and Urban Development (HUD); provides reporting information to supervisor and other affiliates as required; audits documentation to provide verification that	**Knowledge of:** (4) Accounting, (11b) Human Relations, (13b) Agency Policies & Procedures* (e.g., Subsidized Housing Projects & Tax Credit Project Policies & Procedures)*, (14) Government Structure & Process (e.g., OHFA, Ohio Revised Code [ORC] Section 142, HOME regulations, Americans with Disabilities Act, Internal Revenue Service [IRS] Code Section 42, Tax Exempt Bond Manual, ORC relative tenant/owner rights, Tenant Landlord Act, Housing and Urban Development (HUD), IRS regulations)*, (16) Interviewing, (17) Business (e.g., affordable housing programs), (23) Law (e.g., Fair Housing Law)*, (K2) Vision, Mission, & Goals of the Agency*; **Skill in**: (25b) Word Processing (e.g., Microsoft Office Suite, Access*, DevCo*), (29) Equipment Operations (e.g., computer & other standard office equipment, calculator, circuit detector*, tape measure*); **Ability to:** (30m) interpret extensive variety of technical material in books, journals & manuals completeness, prepare inspection reports & computer worksheets), (31e) calculate fractions, decimals & percentages, (32l) maintain accurate records, (32r) prepare meaningful, concise & accurate reports, (32t) use research methods in gathering data, (34c) cooperate with coworkers on group projects, (34f) handle complex

JOB CODE 67352

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/gs	06/01/2026

POSITION DESCRIPTION

AGENCY/DEPT ID HFA500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Multifamily Housing	Program Compliance	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 **20067292**

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Housing Examiner	20080088 Program Compliance Manager (Admin Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

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

JOB TITLE **Housing Examiner**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	non-compliance has been corrected; provides assistance and/or instruction to housing examiner trainees and/or other housing examiners regarding inspections, projects, inquiries, and/or document reviews; assists in conducting technical training for internal and/or external personnel; maintains neat and accurate records and files.	inquiries from & contacts with officials & general public, (35a) demonstrate physical fitness to conduct inspections of housing projects.
10	Performs office and/or administrative functions: reports in and out daily to supervisor in person and/or via e-mail; operates personal computer applications (e.g., spreadsheets, databases, housing specific software); responds to local inquiries regarding OHFA programs; frequently travels to other locations to participate in meetings and/or trainings; performs other duties as assigned.	**Knowledge of:** 4, 11b, 13b*, 14*, 16, 17*, 23*, K2*; **Skill in**: 25b, 29*; **Ability to**: 30m, 31e, 32l, 32r, 32t, 34c, 34f, 35a. *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 & the public of diverse, socioeconomic, cultural, race & ethnic backgrounds.	**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:** Must obtain within 12 months & maintain professional certification (i.e., Specialist in Housing Credit Management (SHCM), Housing Credit Certified Professional (HCCP), Novogradac Property Compliance Certification (NPCC) or Tax Credit Specialist (TCS)). **UNUSUAL WORKING CONDITIONS:** Requires extensive travel, regular overnight stays, exposure to unsanitary conditions & individuals who may become violent or may be under the influence of drugs. Climbs stairs and walks for long periods of time when inspecting large properties; may be required to climb ladders to inspect building roofs.

JOB CODE **67352**

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/gs	06/01/2026