POSITION DESCRIPTION

AGENCY/DEPT ID HFA 500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Multifamily Housing	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 20067339

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 3

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

JOB TITLE Housing Examiner Trainee

JOB CODE 67351

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Under immediate supervision of management, schedules, leads, and completes affordable housing audits for assigned projects throughout the State of Ohio: develops an understanding and proficiency in examining and monitoring government subsidized housing projects, tax credit projects, and other affordable housing projects; conducts tenant file audits and physical inspections to determine if a project is in compliance according to regulations and Ohio Housing Finance Agency (OHFA) policies; audits tenant files for income and household composition requirements designated under multiple affordable housing funding; audits documentation (e.g., tenant income certifications, income and asset statements, rent records, housing assistance payments, income, asset verifications) for accuracy, completeness, and legitimacy; assists in organizing examination notes and analyzing documents/records, determines annual adjustment factor and computes annual rent increases; analyzes source data for resident paid utilities to determine if the utility allowance for each unit size within a project is accurate; completes risk based assessment tools to determine property monitoring frequency; uses in-house database systems (e.g., Devco, Docuware, OHFA Inspection) to monitor project changes; analyzes completes Annual Owner Certifications; travels to projects to conduct interior and exterior physical inspections of occupied and non-occupied subsidized multifamily and single-family projects; completes the Internal Revenue Service (IRS) report of non-compliance (i.e., 8823); evaluates overall performance of projects and owners/managers performance regarding occupancy requirements, administration, and maintenance; evaluates the curb appeal, routine maintenance, and general overall appearance of projects; plans and schedules site visits; writes compliance reports regarding findings during on-site audits and prepares various written	**Knowledge of:** (4) Accounting, (10) Safety Practices (e.g., safe housing), (11b) Human Relations, (13b) Agency Policies & Procedures (e.g., OHFA)*, (14) Government Structure & Process (e.g., federal government, state government)* , (16) Interviewing, (17) Business (e.g., Subsidized Housing Projects, Tax Credit Project Policies & Procedures*, Internal Revenue Service [IRS] Code Section 42*, Tax Exempt Bond Manual*, Ohio Revised Code [ORC] Section 142*, HOME regulations*, Americans with Disabilities Act [ADA]*, OHFA guidelines*, ORC relative to tenant/owner rights, Tenant Landlord Act*, Housing and Urban Development [HUD], IRS regulations, IRS 8823 Audit Guide, Fair Housing Law*; other affordable housing programs), (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, circuit detector*, tape measure*); **Ability to:** (30l) define problems, collect data, establish facts & draw valid conclusions, (30m) interpret extensive variety of technical material in books, journals & manuals, (30r) deal with many variables & determine specific

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/gs	10/29/2025

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Multifamily Housing	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 20067339

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 3

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

JOB TITLE Housing Examiner Trainee

JOB CODE 67351

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	correspondences to affordable housing property owners and man-agers; reviews housing development assistance program (HDAP) rent approvals, HOME risk assessments, extended use risk assessments, utility allowance requests, property status reports, and other forms to complete the monitoring of properties; advises building owners/managers, general public, and government officials on complex occupancy matters such as admissions, income limits, rent determinations, family income certification, grievance procedures, fair housing, Violence Against Women Act (VAWA) and other inquiries; reviews and interprets owner submitted documentation to cure non-compliance, provides assistance to Housing Examiners regarding inspections, projects, inquiries, and/or document review; communicates with all internal and external partners (e.g., co-workers, managers, super-visors, owners, property staff) with a positive customer service attitude.	action (e.g., review government accounting data for accuracy & completeness, prepare inspection reports & computer worksheets), (31e) calculate fractions, decimals & percentages, (32t) use research methods in gathering data, (A1) formulate thought & express orally & in writing, (34c) cooperate with coworkers on group projects, (34f) handle complex inquiries from & contacts with officials & general public, (35a) demonstrate physical fitness to conduct inspections of housing projects.
20	Demonstrates comprehension of training and development in Trainee position before probationary period expires by working independently on various tasks: leads site visits as assigned by management; advises owners of notification of noncompliance; communicates with external customers and stakeholders; attends housing industry seminars, meetings, and trainings as designated by management; performs other duties as assigned.	**Knowledge of:** 4, 11b, 13b*, 14*, 16, 17, K2*; **Skill in:** 25b, 29; **Ability to:** 30l, 30m, 30r, 31e, 32t, A1, 34c, 34f, 35a. (*) Developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Bill Beagle/gs	10/29/2025

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Multifamily Housing	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 20067339

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Housing Examiner Trainee	20067338 Program Compliance Manager (Administrative Staff)

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 3 of 3

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

JOB TITLE Housing Examiner Trainee

JOB CODE 67351

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	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.	**Training & Development Required to Remain in the Classification After Employment:** Successful completion of formal training program scheduled by Office of Program Compliance which is designed to supplement, reinforce or enhance Housing Examiner knowledge. Upon completion of 12 months experience as Housing Examiner Trainee, 67351, at least two (2) satisfactory performance evaluations (i.e., mid-probationary, probationary) as Housing Examiner Trainee, 67351, successful completion of entry level training program (i.e., Basic Compliance Training, Compliance Tool Reporting Training), obtain professional certification (i.e., Specialist in Housing Credit Management (SHCM) or Housing Credit Certified Professional (HCCP) & act as lead on sufficient number of reviews to demonstrate ability to complete duties of a Housing Examiner, 67352, employees will be automatically reassigned to Housing Examiner, 67352. **Unusual Working Conditions:** May require extensive travel, regular overnight stays & exposure to unsanitary conditions. Climbs stairs & walks for long periods of time when inspecting large properties.

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	Bill Beagle/gs	10/29/2025