

POSITION DESCRIPTION		AGENCY/DEPT ID HFA100000
DIVISION OR INSTITUTION Housing Programs	UNIT OR OFFICE Office of Research & Analytics	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20067372 JOB TITLE Administrative Staff JOB CODE 99580	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Research Data Specialist		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20072721 Director of Research & Analytics (Administrative Staff)	
	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Filled
	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Unclassified	If FLSA Exempt, exemption type: Administrative	<input checked="" type="checkbox"/> Vacant
	<input type="checkbox"/> Intermittent			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			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
70	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; works with the Office of Multifamily Housing to design, evaluate, and implement the Qualified Allocation Plan (QAP) and other strategic planning processes and products; manages tasks, monitors progress, and works collaboratively with external and internal partners (e.g., research partners at the Ohio State University [OSU]) on ongoing projects (e.g., Power of Home, peer-reviewed research papers for publication, interns).	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., SAS, R, Stata, SPSS, 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, Tableau, 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 co-workers 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 <i>Bill Bragle/jcg</i>	DATE 3/23/2026	

POSITION DESCRIPTION		AGENCY/DEPT ID HFA100000
DIVISION OR INSTITUTION Office of Research and Analytics	UNIT OR OFFICE Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20067372 JOB TITLE Administrative Staff JOB CODE 99580	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Research Data Specialist			POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20072721 Director of Research and Analytics (Administrative Staff)	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	<input type="checkbox"/> Filled <input checked="" type="checkbox"/> 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 DESCRIPTION				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
	20	Performs administrative tasks related to position and research: prepares statistical and narrative reports, policy briefs, strategic documents, and other research products for use in policy and administrative decision making; manages data visualization and data dissemination through summaries of research findings for blogs, policy briefs, and peer-reviewed papers; develops operating procedures related to research performed.	Knowledge of: 13b*, 14*, 22, K1; Skill in: 25b, 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. 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: 13b*, 14*, 17, 22; Skill in: 25b, 29; Ability to: 30k, 30l, 30n, 32t, A1, 34c. *Developed after employment		
			Unclassified per ORC 124.11 (A) (30) Administrative Staff per ORC 175.05 (A) (2) 07/2005		
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE <i>Bill Beagle/jcg</i>	DATE 3/23/2026	