

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50553605

Allocation Action:	New Position
Official Allocation:	BUDGET ANALYST 2
Job Code:	139700
Pay Level:	AS-613
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	04/05/2018
Position Audited:	No
Audit Date:	
Comments:	New position #50553605 created.

Log Number:	144023
Consultant:	KCW
Supervisor:	HHH

POSITION DESCRIPTION

Form Revision Date: 05/2016

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☐ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL

☒ CAREER
PROGRESSION GROUP

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

POSITION NUMBER

0A04

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

Budget Analyst 2

AS-613

139700

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50464677

COST CENTER NUMBER /FUND

WORK PARISH
East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Louisiana Housing Authority/ MidCity Gardens

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Budget Administrator 1

DIRECT SUPERVISOR'S POSITION NUMBER

50493628

HUMAN RESOURCES EMAIL

dackoury@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF

☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF
DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☒ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE

DATE

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

DATE

☒ I certify that I agree with this document.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

50% Monitors and forecasts revenues and expenditures for the approximately \$30 million in LHA grants to identify potential funding problems for 14 different programs.

20% Analyzes and adjusts program budgets across multiple systems including HDS, IDIS, YARDI and eLOCCS. Proposes alternatives to current spending sources as necessary.

10% Collects, reviews and reports performance measures and financial information for the monthly and weekly agency and interagency reports.

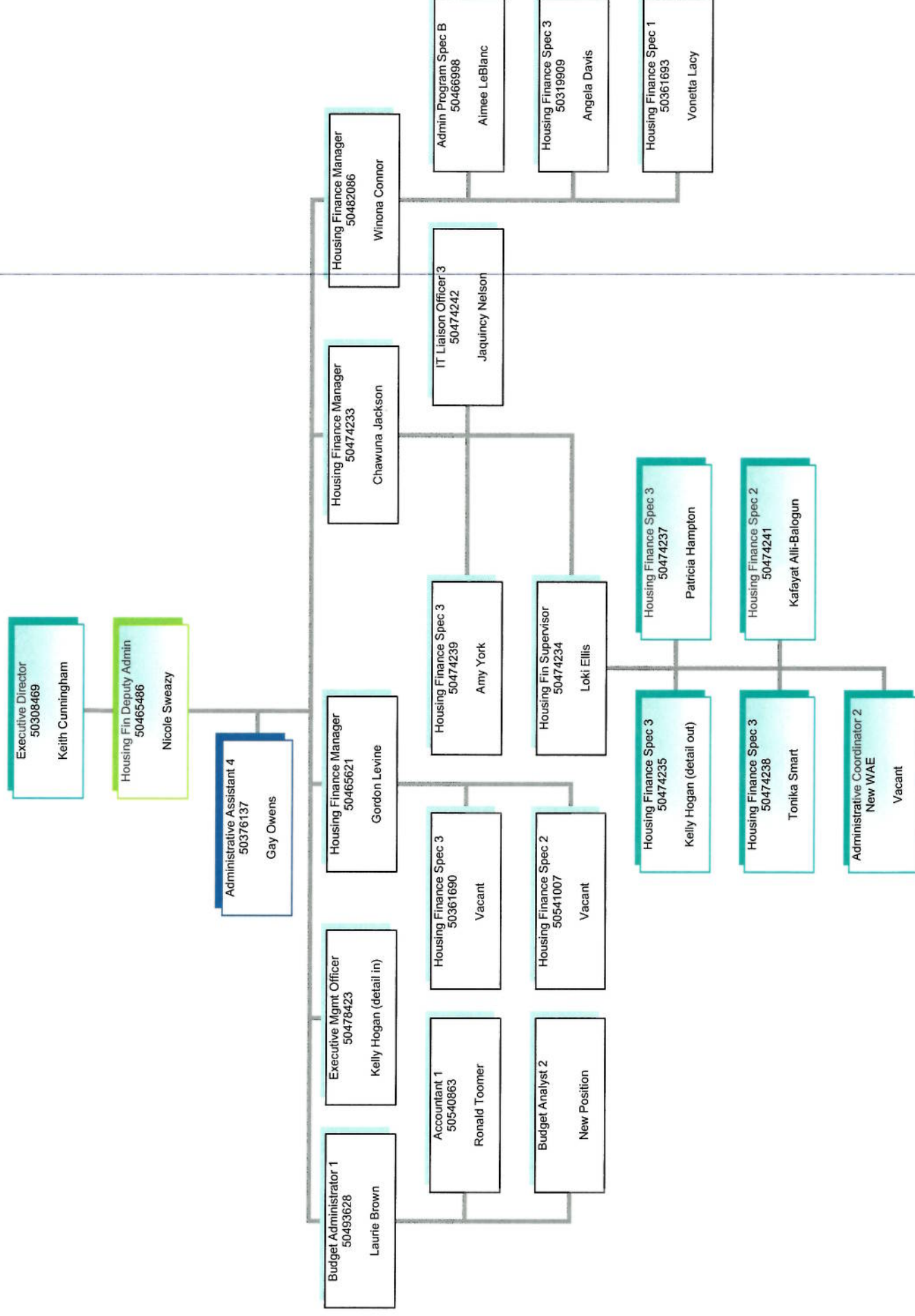
10% Attends financial monitoring trips of subsidy administrators.

5% Creates and maintains uniform standards for all LHA financial record keeping.

5% Performs other duties as assigned.

Louisiana Housing Corporation – Louisiana Housing Authority

4/2018



The Louisiana Housing Authority is requesting to fill the **Budget Analyst 1-2** position established to provide assistance to the Budget Administrator. The LHA Budget Section is vital to ensure financial and reporting compliance with state and federal requirements on a yearly budget of approximately \$30 million. The job duties may include, but are not limited to reviewing all LHA project budgets; gathering performance measures/financial data for the monthly *LHC Board Report*; tax ID and name matching via the IRS website for all LHA programs; updating the contract payments spreadsheet monthly and confirming budget availability; updating the ESG budgets in HDS and generating ESG reports via HDS; and entering/updating tenant information in Yardi for the *Section 811 PRA Demo Program* tracking system. The person filling the **Budget Analyst 1-2** position will have to become functional, if not already, in a wide variety of software packages to fulfill these tasks. These include, but are not limited to – Yardi, the various areas of HUD Secure Systems, the LHC Accounting System (Sage ERP Accpac) and HDS.