

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50623158

Allocation Action:	New Position
Official Allocation:	BUDGET ANALYST 3
Job Code:	139730
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	08/25/2021
Position Audited:	No
Audit Date:	
Comments:	New position # 50623158

Log Number:	182511
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

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☒ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

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

Budge Analyst 3

AS615

139730

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

ORGANIZATIONAL UNIT NUMBER
50025982

COST CENTER NUMBER /FUND

WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

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 Corporaion / Quail / Accounting

HUMAN RESOURCES TELEPHONE

(225) 763-8841

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)

BRADLEY R. SWEAZY
LHC Interim-Executive Director

DATE

AUG
24,
2021☒ 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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

Summary

- Monitors and forecasts revenues and expenditures to identify trends and potential funding problems for up to 24 projects with a total budget of \$185 million. Budget may double if LA Treasury Dept. approves CARES Act funding for LHC. Position requires a working knowledge of YARDI Voyager and SAGE Accounting Systems, as well as the following HUD Software Systems – IDIS, REAC, VMS, FAS, TRACS and eLOCCS.
- Prepares required reports and financial statements, for up-to 24 projects with a total budget of \$185 million, which include the compilation and analysis of data. Proposes alternatives to spending and revisions in authorized budget, for up-to 24 projects with a total budget of \$185 million.

Details

50%

- Monitors revenues and expenditures for up-to 24 programs to ensure all remain within budget and reports performance against contracts, CEAs, MoUs to ensure that contractual, cost, and schedule objectives are met.

25%

- Prepares estimates to complete (ETC) and spend plans, audits subcontractor invoices, and provides briefings and related documentation and reports for financial assessments for up-to 24 programs.

10%

- Collaborates with Budget Administrator and project managers to develop program budgets for CEAs, contracts and MoUs and helps identify financial or operating risks associated with the execution of the contract or project.

10%

- Determines whether budget proposals are in compliance with program regulations.

5%

- Provides project summary status reports to Budget Administrator as required or requested and organizes budget templates and data in a clear and intuitive manner.

Louisiana Housing Corporation – Accounting

08/2021

