

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50561179

Allocation Action:	Reallocated Lateral
Official Allocation:	HR ANALYST C
Job Code:	170820
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	07/02/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	159061
Consultant:	SLP
Supervisor:	PDA



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

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 0A04	POSITION NUMBER 50561179
CURRENT PAY LEVEL AS-615	CURRENT OFFICIAL JOB CODE 168110
REQUESTED PAY LEVEL AS-615	REQUESTED OFFICIAL JOB CODE 170820

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

Administrative Program Specialist C

REQUESTED OFFICIAL JOB TITLE

Human Resources Analyst C

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

ORGANIZATIONAL UNIT NUMBER 50025983	COST CENTER NUMBER /FUND	WORK PARISH East Baton Rouge	PERSONNEL SUBAREA 5000
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			EMPLOYEE SUBGROUP (CHOOSE ONE) <input type="checkbox"/> NON-EXEMPT <input checked="" type="checkbox"/> EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT Denise Ackoury
AGENCY/DEPARTMENT – OFFICE – DIVISION Louisiana Housing Corporation/Human Resources/Quail Drive		HUMAN RESOURCES TELEPHONE (225) 763-8700
OFFICIAL TITLE OF SUPERVISOR Human Resources Director A	DIRECT SUPERVISOR'S POSITION NUMBER 50308483	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
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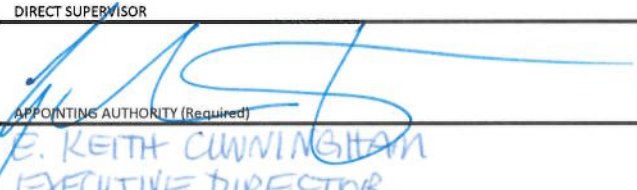
6 ATTACHMENTS

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	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
 E. KEITH CUNNINGHAM EXECUTIVE DIRECTOR PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE July 01, 2019	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> 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.

This position is primarily responsible for the Payroll functions in the Human Resources Department for the Louisiana Housing Corporation (LHC). Payroll staff may be required to work odd hours on weekends, holidays, or after work to ensure payroll deadlines are met. May have to work during Special Leave closures to ensure employees are paid.

60% Payroll

Coordinates the payroll activities for LHC, including daily activities of the Payroll Office. Ensures that all required information is entered into the Payroll system to pay employee. Ensures that all regular payroll deadlines are met and that employees are paid timely.

Responsible for employee setup and maintenance in the Payroll system. Collects W-4 and L-4 forms from employees and enters information. Enters personnel information and pay rates, assigns deductions, assigns leave plans, enters direct deposit information and prepares pre-note for Accounting Services. Distributes and accepts W-4 and L-4 forms for employees throughout the year. Makes changes to tax information in the payroll system as required. Responds to general questions about taxes. Troubleshoots issues about taxes.

Collects time sheets, leave forms, and overtime forms from supervisors. Reviews time sheets to ensure time has been allocated and recorded correctly and proper approvals have been obtained. Ensures that leave and overtime forms are submitted with the time sheet and that proper documentation is submitted with the leave form to cover the period of absence, if necessary. Responds to questions about the process and use of time sheets, leave forms, and overtime forms. Makes adjustments to time sheets if proper documentation is not submitted to support leave or overtime. Makes corrections to succeeding payrolls if leave or overtime is not credited properly.

Runs payroll and produces an Electronic Funds Transfer (EFT) file. Calculates payroll and check pre-check register for completeness. Generates, uploads, and releases the EFT file. Posts the Payroll General Ledger entry (automatically posted when payroll is posted).

Uploads payroll data to external systems – Office of Group Benefits, Internal Revenue Service, Deferred Compensation, and others as necessary.

Uploads Office of Group Benefits Flexible Spending Accounts file and LASERS retirement electronic files. Maintains current files; archives files.

Responsible for tax reporting. Gathers data, checks data for integrity, and submits the following reports: Quarterly 941s, Quarterly Department of Labor report, Quarterly L-1, Annual L-3, Annual W-2s and W-3s, and Annual 1094-Cs and 1095s. Maintains tax files; keeps 3 years W-2 files readily accessible. Archives past files.

Responsible for annual payroll audit. Enters data in spreadsheet for calculation of Payroll Accrual, Comprehensive Absences Accrual, and calculation to reclassify leave taken.

35% Benefits, Retirement, other human resources functions

Assists LHC's Employee Benefits Coordinator with functions related to retirement and benefits. Disseminates benefits and retirement information to employees upon hire, during annual enrollment, and upon request. Assists employees in completing health and dental insurance documents, retirement forms, Deferred Compensation forms, and any other benefit forms. Ensures forms are completed correctly and approved as necessary with correct dates. Works with employees to provide dependent information and beneficiary information for health insurance, retirement, or other benefits.

Enters health insurance information into the Office of Group Benefits (OGB) e-enrollment system, for new employees, annual enrollment changes, separations, and mid-year changes. Accesses OGB system to run monthly reports. Reconciles monthly health, life, and dental insurance invoices against deductions. Resolves invoice issues by researching and communicating with employees, OGB, or insurance companies, if necessary. Utilizes the OGB system to research history, troubleshoot issues, resolve agency or OGB errors, and reconciling health and life insurance invoices. Prepares OGB required reports. Runs reports on benefits as required or as requested.

Provides information regarding Human Resources policies and Civil Service information to employees. Listens to employees' complaints, as necessary. Directs employees to LHC SharePoint or Civil Service websites to assist in responding to questions. Directs employees to other human resources staff if not able to assist.

Participates in training for payroll and other HR functions. May conduct on-line or in person training. Communicates payroll process during New Employee Orientation. Assists employees when remediation is needed for payroll processes. Coordinates training sessions for education of new payroll processes or for remediation training of existing payroll processes. Identifies and schedules participants. Prepares electronic or paper handouts for courses. Conducts training sessions; presents information and responds to questions. Evaluates training sessions.

5% Assists with other human resource functions as necessary. Performs any other duties as assigned.

COMMENTS**POSITION # 50561179**

LHC respectfully requests that position number 50561179 be reallocated to a Human Resources Analyst A-B-C. When the position was updated in September 2018, according to Civil Service staff Ms. Wright and Ms. Hebron, the position could have been allocated as either an HR Analyst C or an Administrative Program Specialist C. The incumbent in the position did not qualify for an HR Analyst C, so the position was allocated to an Administrative Program Specialist. That incumbent has since vacated the position and LHC would like to fill the position with a Human Resources job title. Below is our support on why the position should be allocated as an HR Analyst C.

The Civil Service job specifications for Human Resources Analyst C lists specific duties related directly to payroll, which the incumbent in the position will actually be performing.

Human Resources Analyst C Job Specifications

Processes the full range of personnel and payroll actions needed to complete appointments, merit increases, promotions, transfers, separations, etc.

Computes routine pay changes. May compute service time of employees as required. Verifies accuracy of information and makes needed corrections.

Provides general, basic explanation of employee benefit programs and advises employees of various options available under some programs. Reviews benefits documents for accuracy and completeness; forwards to appropriate office.

The Administrative Program Specialist C position lists general responsibilities in at least two administrative functions, which includes Personnel and Fiscal Management (payroll, payables, and receivables) and continues to list general duties. The incumbent will NOT be performing any other duties associated with Fiscal Management, including payables, receivables, etc.

Administrative Program Specialist C Job Specifications

Performs responsible duties related to the proper operation, coordination, and management of at least two of the following administrative functions:

Budget, Contracts/Grants, Fiscal Management (payroll, payables, receivables, etc.), Information Technology, and Personnel.

Louisiana Housing Corporation – Human Resources

06/2019

