

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50474653

Allocation Action:	Affirmed
Official Allocation:	COMPLIANCE EXAM 3
Job Code:	166880
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	10/10/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	150837
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

☐ NEW POSITION

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50474653

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

Compliance Examiner 3

CURRENT PAY LEVEL

AS-618

CURRENT OFFICIAL JOB CODE

166880

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

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
Edmonston, Sydney

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Asset Management / Quail Drive

HUMAN RESOURCES TELEPHONE
(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Compliance Examiner Assistant Manager

DIRECT SUPERVISOR'S POSITION NUMBER

50494061

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

Frankline Kimbeng

50474652

Compliance Examiner 3 / LHC

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)

E. KEITH CUNNINGHAM
EXEC. DIRECTOR

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

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.

The Asset Management section monitors and inspects all housing projects that receive funding from the Louisiana Housing Corporation. This monitoring and inspection is done at the start of construction and ends at the termination of the affordability period or the completion of repayment. The Asset Management section performs this function on those developments which received funds originating from several federal and state sources. These funding sources require adherence to federal, state, and local guidelines and regulations. Those funding sources also include, but are not limited to, Low Income Tax Credits, HOME funds, Community Development Block Grant Funds, and State Housing Trust Funds.

- 60%** Conducts desk reviews of reporting documents, such as, financial statements, agreement certifications, tenant complaints, and any other sources which may be used to assess compliance by relying on in-depth knowledge of federal, state, and local housing regulations.

Conducts monthly reviews of rent rolls, annual reviews of the audited financials, and annual reviews of loss reserve accounts.

Reviews and monitors compliance with respect to Fair Housing, Section 504, Section 3, and other cross cutting federal regulations for projects funded through LHC.

Reviews mortgages and promissory notes to ensure proper repayments are made to the LHC.

Sets plans and measures with non-compliant projects to ensure long-term compliance.

- 15%** Evaluates information received and prepares detailed reports of findings for submission to supervisor and project sponsors/ developers.

Examines records of assets, such as cash and accounts due from projects and developments, investments, loans, real estate, and equipment to verify accuracy and composition of data provided in financial statements.

- 10%** Trains owners, developers, lenders, and project management staff in program requirements.

Provides technical support in program areas.

- 5%** Sends notices of non-compliance stating measures necessary to meet compliance standards and initiates appropriate remedial action for non-compliance, when warranted as directed by the Assistant Manager.

Serves as the contact person during the period of resolution.

- 5%** Prepares statistical data on standardized reports for Federal Regulatory Agencies and for Board Meetings. Assesses records and reconciles compliance fees for submission to the accounting department.

- 5%** Performs any other duties as assigned.

Louisiana Housing Corporation – Asset Management

10/2018

