

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50494061

Allocation Action:	Affirmed
Official Allocation:	COMPLIANCE EXAM ASST MGR
Job Code:	166900
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/19/2019
Position Audited:	No
Audit Date:	
Comments:	2-20-19: Agency contacted for additional information. 2-26-19: Agency to submit additional information. 3-4-19: SCS followed up. 3-14-19: SCS And Agency emailed, setting a call up 4-4-19: SCS contacted agency

Log Number:	154578
Consultant:	KLC
Supervisor:	ELM



# POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION  
DEPARTMENT OF STATE CIVIL SERVICE  
P.O. BOX 94111 – CAPITOL STATION  
BATON ROUGE, LA 70804-9111  
[SCSPDS@la.gov](mailto: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 POSITION

MAJOR AGENCY CODE &  
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50494061

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

Compliance Examiner Assistant Manager

CURRENT PAY LEVEL

AS-620

CURRENT OFFICIAL JOB CODE

166900

REQUESTED OFFICIAL JOB TITLE

Compliance Examiner Manager

REQUESTED PAY LEVEL

AS-621

REQUESTED OFFICIAL JOB CODE

166910

## 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  
Milton, Dione

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

Executive Counsel (unclassified)

DIRECT SUPERVISOR'S POSITION NUMBER

50457898

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

2

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, JR.  
EXEC DIRECTOR

DATE

Feb.  
06,  
2019

☒ 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.

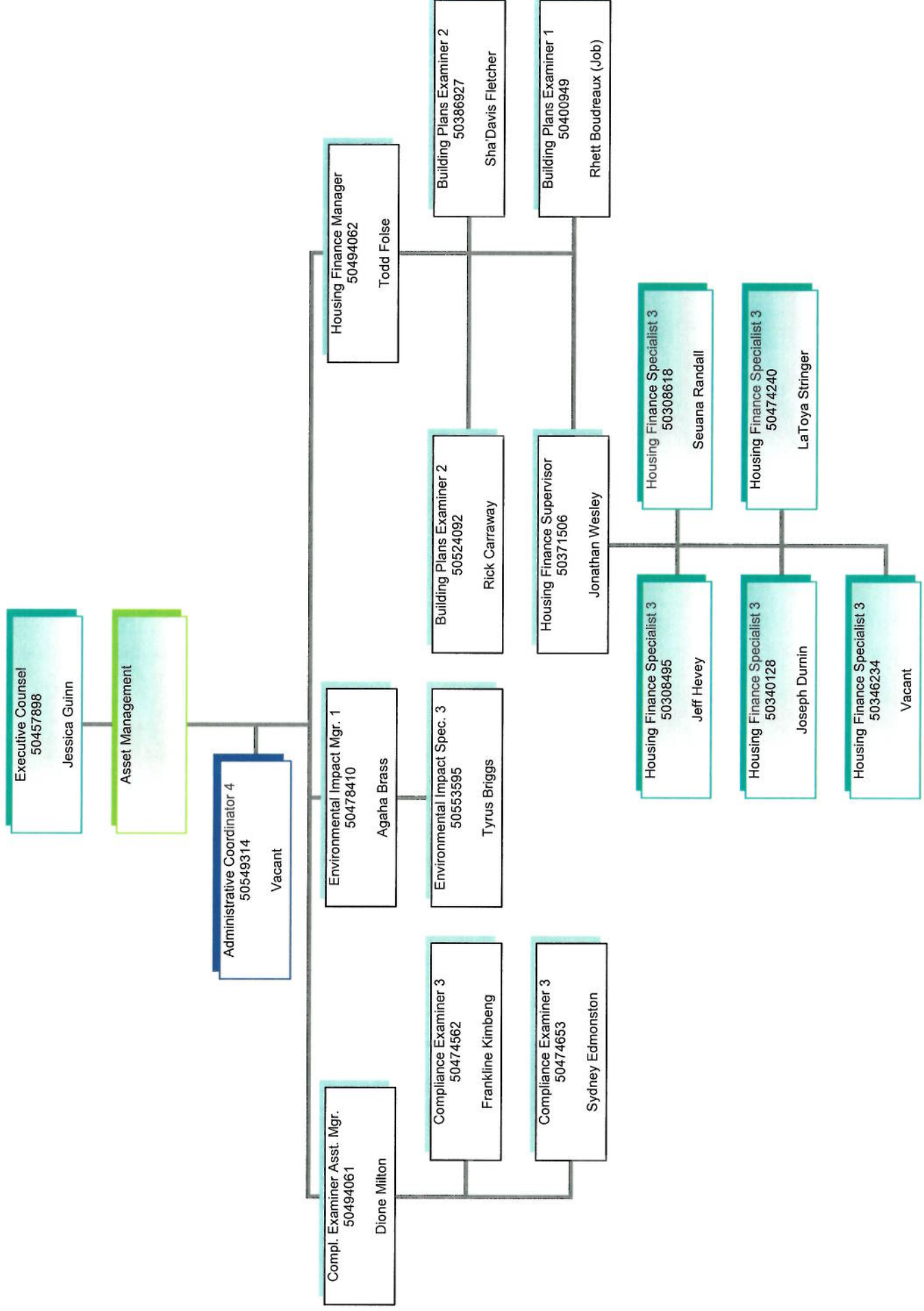
**PERCENTAGES MUST TOTAL 100%** LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This position manages all functions within the Asset Management Department providing direct supervision over Compliance Examiners and reports to the Executive Counsel. The Asset Management Department monitors financial performance and compliance with applicable rules, regulations, and governing bodies for LHC multi-family funded properties. Throughout the affordability period, properties and their financial records are examined and monitored, to assess compliance with program requirements, governing regulations and loan repayment obligations. The assessment of the properties and their financial records also includes evaluating its ongoing financial, physical, and managerial viability throughout each property's respective period of affordability. The portfolio is inclusive of properties funded by Low Income Housing Tax Credits (LIHTC), Home Investment Partnership Program (HOME), Community Development Block Grant Funds (CDBG), Neighborhood Stabilization Program (NSP), Tax Credit Assistance Program (TCAP), 1602 Exchange, Risk-Sharing, 202 and Federal Depository Insurance Corporation (FDIC).

- 40%: Plans, assigns and examines the multi-family portfolio desk reviews, performed by Compliance Examiners, encompassing assessments of project reporting requirements, audited financial statements, surplus cash repayment obligations, owner certifications and rent/occupancy reports, in the determination of compliance with federal and state regulatory requirements, promissory notes, as well as underwriting criterion. Approves staff recommended work-out plans to assist distressed multi-family properties.
- 25%: Administers the direction of the Corporation-owned multi-family assets. Manages the contracts with the property managers of those assets, controls preservation of the assets to ensure their sustainability as revenue sources for the corporation, preservation administration, and is responsible for the evaluation and analysis of the operational and financial management of the properties.
- 10%: Provides reporting and presentations of statistical data gathered by staff, to Taxpayers, Owners, Developers, Property Managers, Local, State and Federal Regulatory Agencies, Program Management, Executive Management and the Board of Directors of regulatory compliance findings and performance of the multi-family portfolio.
- 10%: Reviews and approves recommendations of the Compliance Examiner's review of requests for LHC's consent to ownership changes and loan subordinations for all properties in the multi-family portfolio. Coordinates, assigns and directs all aspects of the Low Income Housing Tax Credit (LIHTC) Qualified Contract process.
- 10%: Approves and enforces leave, overtime, attendance and work schedules for Compliance Examiners. Plans performance expectations and goals, conducts quarterly performance discussions, provides counsel for poor performance and provides annual performance evaluations for Compliance Examiners. Provides and monitors department budget, recommends hiring and promotions, attends meetings and trainings, contributes to policy reviews and performs any other supervisory duties as necessary.
- 5%: Performs other duties as assigned by Executive Counsel.

# Louisiana Housing Corporation – Asset Management

01/2019





COMMENTS

Compliance Examiner Assistant Manager  
Position # 50494061

The LHC deems this position to be one of a managerial nature as it includes the administration of a critical revenue source for the agency. These properties have an operating budget of over \$3 million dollars, and the effective administration of that operating budget directly factors into the ability for the agency to continue to receive revenue from their operation.