

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50403354

Allocation Action:	Affirmed
Official Allocation:	EMO
Job Code:	173450
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/14/2022
Position Audited:	No
Audit Date:	
Comments:	Per agency incorrect position number on PD correct position number is 50403354.

Log Number:	187108
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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 GROUPMAJOR AGENCY CODE &
PERSONNEL AREA CODE
JA04POSITION NUMBER
50468978☐ NEW POSITIONCURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Executive Management OfficerCURRENT PAY LEVEL
AS618CURRENT OFFICIAL JOB CODE
173450

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
50025981WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☒ FT HOURLY
☐ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

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

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Chief Operating Officer

DIRECT SUPERVISOR'S POSITION NUMBER

50477810

HUMAN RESOURCES EMAIL

Denise Ackoury

4 COMPARATIVE POSITIONS

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

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

Leslie Pelotto

50468978

Executive Management Officer

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.
☐ 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.

The Louisiana Housing Corporation is a non-paid LaGov agency. The Executive Manager Officer will support the Community Housing Development Organizations (CHDOs). This role is responsible for maintaining and growing business relationships with current and potential CHDOs.

60% Business Development

- Builds partnerships with nonprofit organizations that have demonstrated a long-term commitment to public service; manages the timely and accurate competition of special projects which cross departmental and organizational lines and reports on progress as directed by management; creates a systematic process for involving community members in making decision about affordable housing investments; assists in the analysis of the impact of federal, state, and local legislation; and represents the COO, as assigned at meetings with community partners.
- Assists the nonprofits in complying program rules, regulations and financial policies; assist and recommend acquisition, rehabilitation of new construction of rental housing; coordinate with rehab, property management, and finance staff as appropriate in project development and implementation; Interacts with Municipal representatives and their professionals as well as HUD in the implementation of HOME CHDO Programs.

30% Administrative

- Provide analysis and recommendations for process improvements and develop systematic procedures that enhance the effectiveness and efficiency of the Corporation; participate in the strategic planning process, monitor initiatives establish by the COO to ensure timely and successful completion by all staff; and undertake or recommend department initiatives in order to implement professional growth and development for the Corporation's programs, priorities and operational activities.
- Maintains up-to-date knowledge of federal, state and local laws, regulations and policies, procedures that govern program operations; assists with trainings for project development activities including budget development and cost control; attend meetings, hearing and make public appearances.

10% Other

- Perform other duties as assigned.

Louisiana Housing Corporation – Chief Operating Officer

02/2022

