

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308497

Allocation Action:	Affirmed
Official Allocation:	HOUS FIN DEPUTY ADMIN
Job Code:	163720
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/08/2017
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	136926
Consultant:	KCW
Supervisor:	HHH



# 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

50308497

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

Housing Finance Deputy Administrator

CURRENT PAY LEVEL

AS-622

CURRENT OFFICIAL JOB CODE

163720

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  
50356485

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

Wallace, Loretta

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Program Division B/ Industriplex

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Chief Operating Officer

DIRECT SUPERVISOR'S POSITION NUMBER

50450643

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

Brenda Evans

50468925

Housing Finance Deputy Administrator

Robert Bizot

50465487

Housing Finance Deputy Administrator

## 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

4

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

E. KEITH CUNNINGHAM, EXEC. DIRECTOR

## 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.

**60%** Directs/manages day-to-day operations of Housing Programs for the Louisiana Housing Corporation (LHC); which include Project Based Contract Administration (PBCA), Weatherization Assistance (WAP), Low Income Home Energy Program (LIHEAP) and other small housing programs.

Prepares and recommends to the Chief Operating Officer policies and guidelines for planning implementation of various housing programs administers by the State to ensure compliance with federal, state programmatic and administrative regulations.

Oversees the development and processing of contractual agreements and amendments.

Reviews and analyzes corrective action plans to address and correct anomalies.

Responds via phone or written communication to inquiries from citizens, organizations or government entities seeking information regarding programs.

**30%** Participates and represents the LHC in meetings, conferences and seminars. Meets and interacts with other governmental agencies, utility companies and local community action agencies, which provide energy related services to the low-income populations.

Assists with public awareness of the LHC programs and act as an agency representative in legislative committee hearings. Works with local officials and other state housing and community development leaders in formulating policies, plans and strategies for initiatives to address the state's housing needs.

Reviews program correspondence to ensure policy compliance and procedural consistency.

Works with managers in preparing budgets, state plans and other financial and programmatic reports. Reviews monthly analysis reports of program deliverables, projections, and outcomes. Implements specific fiscal controls for tracking partners' expenditures and progress to ensure accountability.

**10%** Provides training and technical assistance to contractors to ameliorate complex programmatic, administrative and fiscal deficiencies.

Performs other duties as assigned.



# Louisiana Housing Corporation – Federal Programs-Contract

07/2017

