

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50353567

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:	01/14/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	153341
Consultant:	KMJ
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

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

50353567

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
50356077

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

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Multi-Family Program/ Quail Drive

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

5

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.

60% Directs/manages day-to-day operations of Housing Programs for the Louisiana Housing Corporation (LHC); which include all Homeownership Programs and Initiatives, including but not limited to, Mortgage Revenue Bond Program, National Foreclosure Mitigation Program, Market Rate Government and Non-Government Program, Homebuyer Counseling and other programs related to the encouragement and or sustaining of homeownership. Promotes and manages mortgage lending activity in the Corporation's homeownership programs. Provides needed outreach, support and participation of lenders, non-profits and other partners and stakeholders to successfully promote homeownership. Leverages, integrates and enhances funding sources to reduce foreclosures and evictions.

Emphasis will be placed on the expansion of homeownership opportunities in previously underserved areas of the state. Implements and maintains the Homebuyer Education Program. Manages staff of the Multi-family Division. Serves as the Corporation's program representative in meetings with Bond Counsel, Financial Advisors, Investment Bankers, and Trustee as assigned.

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 – Housing Development

01/2019

