

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

| | |
|------------------|--------------------------------------|
| Department: | 0100 - EXECUTIVE DEPARTMENT |
| Agency: | 0A04 - Louisiana Housing Corporation |
| Position Number: | 50465486 |

| | |
|---------------------------|-----------------------|
| 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: | 11/24/2021 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|-------------|--------|
| Log Number: | 184978 |
| Consultant: | CDU |
| Supervisor: | JLR |



STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111

SCSPDS@lo.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 POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50465486CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Housing Finance Deputy AdministratorCURRENT PAY LEVEL
AS-622CURRENT 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
50464677WORK PARISH
East Baton RougePERSONNEL 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/Homelessness Solutions/Mid-City

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50468925

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 |
|-----------------|-----------------|--------------------------------------|
| Tamechia Beemon | 50465487 | Housing Finance Deputy Administrator |
| Lauren Holmes | 50308497 | 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 | <input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| DIRECT SUPERVISOR | DATE | <input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| APPOINTING AUTHORITY (Required) <i>Brady R. Sweazy</i> Interim Executive Director | DATE 11/23/21 | <input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> 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.

- 75%** Directs the work activities of Homelessness Solutions programs including but not limited to, Continuum of Care (CoC) Rental Assistance Program, Section 811 PRA Program, HOME Tenant-Based Rental Assistance, LA Balance of State CoC, Emergency Solutions Grant, and Disaster Community Development Block Grant Programs.

Housing Program Administration

Responsible for all aspects of the Homelessness Solutions budget. Coordinates budget recommendations related to federal, state, and locally funded programs. Tracks and reviews audit submissions.

Develops new programs using state, federal, local, and philanthropic resources. Identifies and applies for new funding opportunities to expand or develop new programs to serve the needs of Louisiana citizens.

Works closely with the Louisiana Department of Health (LDH) including oversight of funding for services, coordination of housing and services to vulnerable populations.

Policy Responsibilities

Reviews current and long-range programs, plans and policies including, but not limited to, the Public Housing Agency Plans, the Section 8 Administrative Plan, and sections of the State's Consolidated Plan and Qualified Allocation Plan.

Reviews, formulates and directs the revision of rules, regulations and procedures for programs including for the CoC, PRA and other programs

Management and Personnel

Responsible for Homelessness Solutions employees including direct oversight of senior staff and Administrative Assistant. Reviews and evaluates work of subordinates and gives technical guidance when needed. Provides or directs training activities as appropriate.

Compliance

Ensures programs operate in compliance with all federal, state and local statutes and regulations. Stays updated on changes in statutes, policies and regulations and disseminates this information as appropriate.

Reviews programmatic outputs and outcomes. Prepares program reports for internal or external uses as appropriate. Responsible for ensuring programs meet quality control guidelines of funders.

- 20%** Establishes and maintains effective relationships with governmental entities, community organization and elected officials. Includes provision of technical assistance to all partners' agencies/contractors.

Meets with officials of federal, state and local agencies, legislators, professional organization and interested groups on matters related to Homelessness Solutions programs.

5% Performs any other duties as assigned.

Louisiana Housing Corporation – Homelessness Solutions

10/2021

