

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50465487

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:	06/08/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	191873
Consultant:	CDU
Supervisor:	JLR



POSITION DESCRIPTION

Form Revision Date: 7/2021

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
50465487CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
HOUSING FINANCE DEPUTY ADMINISTRATORCURRENT PAY LEVEL
AS622CURRENT 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
50464678WORK 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

VACANT

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / COMMUNITY DEVELOPMENT & PLANNING

HUMAN RESOURCES TELEPHONE

(225) 763-8841

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

LAUREN HOLMES

50308497

HOUSING FINANCE DEPUTY ADMINISTRATOR

WINONA CONNOR

50465486

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

3

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)

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.

The Louisiana Housing Corporation (LHC) is a non-paid LaGov HCM agency with a total of 147 positions. The Housing Finance Deputy Administrator will direct the Sustainable Housing/Recovery Department (SHRD) formerly the Community Development & Planning Department (CDPD), with primary oversight and management of Disaster CDBG Programs which includes directing and supervising LHC employees and contract employees. Position is also responsible for leadership of the Louisiana Disaster Recovery framework. Furthermore, the position requires interaction with numerous community leaders, stakeholders, and others to implement housing projects and achieve results.

- 50%
- Direct the SHRD staff in evaluating and writing performance letters to mayor and policy jury presidents regarding ongoing projects; manage the day-to-day operations of Disaster Housing Program; oversee the operations of housing programs; manage the development of guidelines, policies and management of various state housing programs ensuring compliance with CDBG federal regulations, contract management and coordination of local governments, non-profits, and for profit entities ensuring program timelines are achieved and ensuring regulations, policies, and guidelines are followed; provide technical assistance as needed, and responsible for creating and updating reports for the Executive Management, the Commissioner of Administration, and/or HUD on the status of various state housing programs.
- 20%
- Direct and coordinate the work of others within the LHC and within the Office of Community Development – Disaster Recovery Unit to deliver the task outlined within numerous CDBG Disaster Recovery Action Plans and Amendments; serve as the working group chairman and meeting facilitator for the Louisiana Disaster Housing Task Force; attend various community meetings and planning sessions as part of the National Disaster Recovery Framework; meet with mayors, police jury presidents; state legislators, consultants, and engineers regarding proposed and ongoing projects to resolve areas of concern and for general information pertaining to various housing projects.
- 10%
- Direct the selection, training, and development and management of SHRD; daily management and oversight of the SHRD staff; and troubleshoot various issues and concerns that may arise throughout the day.
- 10%
- Perform advance consultative, contract management, performance monitoring, and disaster recovery planning, and research for existing Hurricane Disaster Recovery Housing Programs to include mitigation measures against future disasters; direct the monitoring and evaluation of local governments, sub-recipients and/or grantees administering Disaster Recovery Housing Programs to ensure accountability with state and federal regulations; perform examination, investigation, and review of records reports, financial statements, and management practices to ensure legal compliance with internal regulations, state statutes, and federal requirements; and ensure appropriate procurement procedures are followed, as

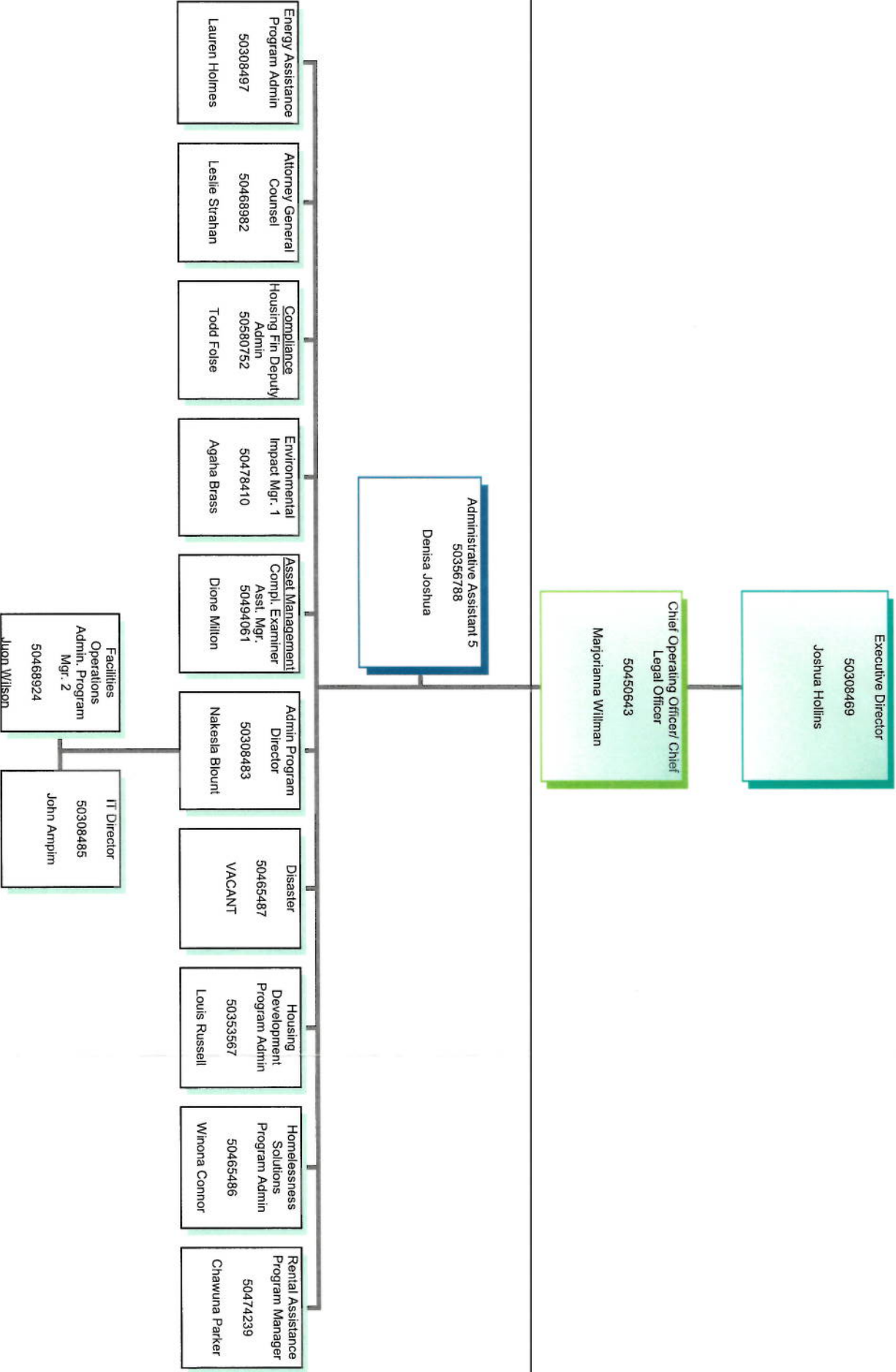
applicable to the proposed scope of work outlined within contractual agreement required for various housing-related projects.

5%

- Perform interagency coordination of state and federal programs having shared/common goals regarding housing; research federal and state sources and provide technical assistance to sub-recipients administering housing programs; and research federal and state funding sources and provide technical assistance to the state and local governments.

5%

- Perform other duties as assigned.



DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

BEFORE ME, the undersigned Notary, duly commissioned and qualified in the Parish and State aforesaid, personally came and appeared:

Joshua G. Hollins

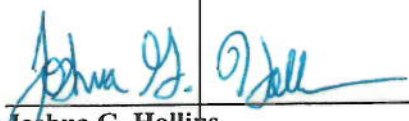
who, having been duly sworn, did depose and say:


1. That he is the duly appointed Executive Director of the Louisiana Housing Corporation (the "LHC"), thus serving as "appointing authority" as defined in the Civil Service Rules; and
2. That he does hereby delegate and authorize his appointing authority as LHC Executive Director to Marjorianna Willman in his absence effective on June 6, 2022 through the earlier of June 13, 2022 or his return to office, to act in his stead as appointing authority, to sign all documents to the same effect as the appointing authority, including, but not limited to, the authority to take, initiate, approve, and sign formal disciplinary actions, take action and sign the documentation necessary to hire, promote, grant merit increases, and any and all other personnel actions involving any and all employees of the LHC and LHA; and
3. That he does hereby delegate his authority as LHC Executive Director to sign contracts, agreements, and all documents that bind the LHC and LHA, and which are necessary to be signed during his absence.

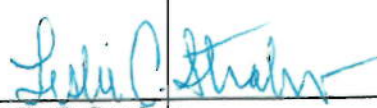
THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Baton Rouge, Louisiana this 3rd day of June, 2022.

WITNESSES:


WITNESS
Miriam Bowie


Joshua G. Hollins
Louisiana Housing Corporation
EXECUTIVE DIRECTOR


WITNESS
Barry Brooks


Leslie C. Strahan
NOTARY PUBLIC
Louisiana Bar. No.: 27655
My Commission is for Life

