

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50580752

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:	01/14/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	175739
Consultant:	CDU
Supervisor:	JLR



# POSITION DESCRIPTION

Form Revision Date: 05/2016

## 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  
  
50580752

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  
50378208

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  
Folse, Todd

Employee Qualifies For Job  
☒ Yes ☐ No

HUMAN RESOURCES CONTACT  
Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Compliance / Industriplex

HUMAN RESOURCES TELEPHONE  
( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR  
Executive Counsel

DIRECT SUPERVISOR'S POSITION NUMBER  
50457898

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 / LHC
Brenda Evans	50468925	Housing Finance Deputy Administrator / LHC

## 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

8  
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)  Edselle Keith Cunningham, Jr. LHC Executive Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE Jan. 13, 2021	<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.



## 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 tasks and duties listed below are representatives of the responsibilities of the Housing Finance Deputy Administrator for the Compliance Department for the Louisiana Housing Corporation (LHC). The incumbent in this position is responsible for initial and on-going construction and compliance monitoring for all funding sources. The incumbent works closely with the other Housing Finance Deputy Administrators and must have administrative knowledge of all the housing programs administered by each of the program areas including, Recovery Housing, Homeownership, Housing Development, Louisiana Housing Authority, Homelessness Solutions, and Energy Assistance Programs.

**55%** Administers all activities of the Compliance and Environmental Services departments.

Administers day-to-day operations of the Compliance department. Programs monitored and inspections for Compliance with State and Federal regulations are: LIHTC, HOME, FDIC, HoDag, Multifamily Bond, CDBG, National Housing Trust Fund, State Housing Trust Fund, NSP, Section 8 TBRA HCV, Section 8 Contract Administration MORs, Section 504 of the Rehabilitation Act, UFAS, The Fair Housing Act, DBRA and UPCS.

Interacts daily with LHC Administrators and Executive Management, developers, property managers, staff, and other stakeholders to provide explanation and guidance in regards to applications and program policies. Controls changes or particular situations that arise needing a definitive decision.

Reviews various reports submitted by the Environmental Impact Manager, Building Plans Examiners, and Housing Finance Specialists to ensure valid conclusions, standard examination procedures are followed, report schedules uniformly completed, assigning project case load, approving travel schedules and providing information and support for other departments within the Corporation.

Creates statistical reports, reviews these reports, ensures data is accurate and disseminated correctly for Construction projects, properties in the compliance period, and Environmental Services projects. Reports are used by the Executive Team and the Board of Directors to revise housing policies. Develops and provides training and technical assistance to staff and property managers concerning applications and on-going administrative regulations.

Prepares and recommends to the Executive Director, Executive Counsel, Chief Operating Officer, and other executive team members, policies and guidelines for planning implementation of various programs administered by the State to ensure compliance with federal, state programmatic and administrative regulations.

Oversees the development and processing of contractual agreements and amendments. Monitors compliance and Environmental Services with regulatory requirements. Troubleshoots high level complications within program and long term compliance

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.

- 20%** Directs 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 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%** Directly supervises a team of professionals including, Architects, Building Plans Examiners, Environmental Impact Manager, and a Housing Finance Manager. Provides guidance and assists direct reports in troubleshooting issues. Prepares, plans, and evaluates the performance of team members. Reviews high level reporting and performance benchmarks. Encourages, counsels, and disciplines as necessary.

Meets regularly with staff to facilitate the department's role in public service. Collaborates with team members to meet the LHC mission.

Approves time and attendance. Establishes department policy and conveys policies to team. Reviews and approves the work of direct reports.

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

- 5%** Performs any other duties as assigned.

**CLASSIFIED POSITION DESCRIPTION**  
**HOUSING FINANCE DEPUTY ADMINISTRATOR**  
**COMMENTS**

**POSITION #: 50580752**

LHC has restructured and moved the Environmental Services Department under this position. The Environmental Impact Manager was previously supervised by the Executive Counsel position.

# Louisiana Housing Corporation – Compliance

01/2021

