

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50577522

Allocation Action:	New Position
Official Allocation:	ADMIN PROG SPEC C
Job Code:	168110
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/25/2019
Position Audited:	No
Audit Date:	
Comments:	APS C doesn't participate in a CPG, we selected the No option above in PDS

Log Number:	162109
Consultant:	RYJ
Supervisor:	PDA



## 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	POSITION NUMBER
0A04	
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
AS-615	168110

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

REQUESTED OFFICIAL JOB TITLE

Administrative Program Specialist C

### 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) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			EMPLOYEE SUBGROUP (CHOOSE ONE) <input type="checkbox"/> NON-EXEMPT <input checked="" type="checkbox"/> EXEMPT

### 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> 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 Housing Finance Manager	DIRECT SUPERVISOR'S POSITION NUMBER 50494062	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

### 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

0 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)  E. KEITH CUNNINGHAM, JR. EXECUTIVE DIRECTOR PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE Sept. 24, 2019	<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 incumbent trains and assists Third Party Contractors in the delivery of services provided under the guidelines of the Department of Energy Weatherization Assistance Program (WAP). Establishes and maintains effective working relationships with clients and private contractors. The incumbent must be knowledgeable of the Department of Energy (DOE) WAP programs' regulations, requirements, and procedures. The incumbent must be knowledgeable of building science construction and materials and home energy saving improvements.

**50%** Performs on-site inspections of completed project units to document compliance with DOE WAP, State and local agency regulations and guidelines pertaining to the weatherization program.

Conducts on-site energy audits of contractor operating procedures and files to insure compliance with WAP guidelines at the contractor offices throughout Louisiana.

Reconciles project invoices with the inspected project to determine installation of or replacement energy conservation measures, and health and safety.

Prepares agency inspection and monitoring report, corrective actions, and reworks for all Louisiana weatherization agencies.

Maintains complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are compliant with all Federal, State, and Agency guidelines and requirements.

Assesses home energy efficiency audits and monitors the quality of weatherization improvements done to clients' homes; ensures compliance with Department of Energy guidelines; and follows up with clients to assure satisfaction.

Investigates complaints or problems between clients and subcontractors,

Instructs agency and WAP personnel in energy conservation and residential health and safety issues.

Advises and interprets the application of policies, procedures, and standards to specific situations with the ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

Assist subcontractors in compliance with DOE regulations and best practices.

**40%** Maintains LHC Industriplex site as Building Performance Institute (BPI) approved testing and training facility.

Oversees day to day operations of the Weatherization training center. Skilled in the use of computers for energy audit software, email, creation, and manipulation of Windows, Databases, and Microsoft Office.

**7%** Works with state office and agencies on evaluating computer base monitoring and training with Handcook Software, Weatherization Assistant (WA) National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit (MHEA) software.

Develops curriculum for LHC Weatherization Department aligning with Department of Energy and BPI on Weatherization field training and class curriculum.

Provides guidance and direction to agencies Weatherization staff, evaluates performance, assesses, and secures training opportunities and resources for weatherization staff development.

Provides guidance regarding ASHRAE 62:2 indoor air quality standards and documentation state wide on units weatherized.

- 3% Provides technical expert assistance for health and safety and energy saving measures installed on weatherized units in Louisiana.

Works with Energy Director on Master File, Health and Safety Plan for the DOE annual State Plan.

Performs any other work assigned.

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**Required knowledge and abilities: Energy Audit Software, Building Science:**

- Knowledge of health and safety issues, including but not limited to combustion appliances, HVAC systems, indoor air quality, asbestos, electrical, fire hazards, lead base paint, mold, moisture, OSHA, safety data sheets, weatherization crew and client safety.
- Travels locally, regionally, and nationally to attend meetings, workshops, and conferences.
- Working knowledge of natural gas, LP gas, fuel oil, and electric heating systems and codes applicable to HVAC system and installations.
- Use of WAP equipment, tools, and materials including ladders, hand tools, carpenter's tools; diagnostic/testing equipment, energy audit software, and ability to operate motor vehicles.
- Standards and Louisiana Field Guide subject matter expert
- Ability to comprehend a variety of reference books and manuals including building codes, computer handbooks, topographical maps, building manuals, program manuals, estimating manuals, architectural drawings, etc.

**Required Certifications:**

- Building Performance Institute EA, QCI, HEP, BA or BE
- US EPA Lead Certified Renovator
- OSHA 10 Construction Course

**Desired Certifications:**

Building Performance Institute Certifications

- Building Analyst
- Envelope Professional
- Healthy Home Evaluator
- Infiltration Duct Leakage
- Energy Auditor

# Louisiana Housing Corporation – Compliance

09/2019

