

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50400949

Allocation Action:	Affirmed
Official Allocation:	BLDG PLANS EXAMINER 3
Job Code:	170740
Pay Level:	TS-310
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	06/21/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	158743
Consultant:	SLP
Supervisor:	PDA



# 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 attach 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

50400949

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

Building Plans Examiner 3

CURRENT PAY LEVEL

TS-310

CURRENT OFFICIAL JOB CODE

170740

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

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation/Construction Compliance/ Quail Drive

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8700

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
Rick Carraway	50382582	Building Plans Examiner 3
Sha'Davis Fletcher	50386927	Building Plans Examiner 3

## 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)	DATE	<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.

E. KEITH CUNNINGHAM  
PRINT NAME AND TITLE OF APPOINTING AUTHORITY DEC. DIRECTOR

## 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 construction section of the Louisiana Housing Corporation reviews building plans and designs. The department inspects existing buildings as well as construction sites. The department is also responsible for preparing evaluation reports and other correspondence on all agency programs.

The incumbent in this position will work at an advanced level under the direction of a Housing Finance Manager in reviewing construction documents for accuracy, along with performing periodic inspections and reports to help assure compliance with any Agency programs and policies.

50% Reviews construction documents and visits new and existing single-family and multi-family residential developments to ensure compliance with codes, ordinances, and regulations.

10% Monitors and evaluates administration of program operations and reports to the Housing Finance Manager.

10% Performs Housing Quality Standards (HQS) inspections for various housing program related to Corporation operations.

10% Performs Quality Control inspections on homes under construction or rehab for various agency programs.

10% Prepares and submits reports. Consults with all concerned parties on matters regarding tasks performed.

5% Attends seminars and training classes. Shares any knowledge received.

5% Performs other duties as assigned.



# Louisiana Housing Corporation – Asset Management

06/2018

