

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50627722

Allocation Action:	New Position
Official Allocation:	BLDG PLANS EXAMINER 3
Job Code:	170740
Pay Level:	TS-310
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	11/02/2021
Position Audited:	No
Audit Date:	
Comments:	New Position #50627722

Log Number:	184421
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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 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
0A04

POSITION NUMBER

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

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE
BUILDING PLANS EXAMINER 3REQUESTED PAY LEVEL
TS310REQUESTED OFFICIAL JOB CODE
170740

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50378208WORK 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

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / INDUSTRIPLEX / COMPLIANCE CONSTRUCTION

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE SUPERVISOR

DIRECT SUPERVISOR'S POSITION NUMBER

50611072

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
BRETT BOUDREAUX	50400949	BUILDING PLANS EXAMINER 3
SHADAVIS 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)  PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE w/1/21	<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.

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 plans and designs. The Department inspects existing buildings as well as construction sites. Department is responsible for preparing evaluation reports and other correspondence on all agency programs. Department is also responsible for Davis Bacon and Related Acts (DBRA) compliance.

The incumbent of this position will work at an apprentice level under the direction of a Housing Finance Supervisor in reviewing DBRA compliance. This position will also review construction documents for accuracy along with performing periodic inspections and reports to help assure compliance with all Corporation programs and policies.

55% Reviews records in LCP Tracker software for DBRA compliance. Sends out deficiency notices when necessary and brings all follow up items to resolution. Reviews projects for HUD URA, Section 3 and MBE/WBE compliance.

15% Reviews construction documents and visit new and existing single and multifamily residential developments to ensure compliance with LHC requirements.

10% Monitors and evaluates LHC criteria for developments within our portfolio and reports findings along with solutions to Supervisor.

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

5% Other assignments as determined by management.

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

Louisiana Housing Corporation – Compliance

08/2021

