

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50494062

Allocation Action:	Affirmed
Official Allocation:	HOUS FIN MGR
Job Code:	163710
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/04/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	167611
Consultant:	SLP
Supervisor:	JLR



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 attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER
PROGRESSION GROUP

☐ NEW POSITION

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

Housing Finance Manager

REQUESTED OFFICIAL JOB TITLE

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50494062

CURRENT PAY LEVEL

AS-619

CURRENT OFFICIAL JOB CODE

163710

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

Randall, Seuana

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

Housing Finance Deputy Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50580752

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

Mary Antoon

50308501

Housing Finance Manager/ LHC

Liza Bergeron

50465626

Housing Finance Manager/ 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

2

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)

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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

3/3/20

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 in this position serves as the Housing Finance Compliance Manager responsible for managing, implementing, and coordinating multiple programs: Tax Credit (IRS Section 42), HOME (HUD program), FDIC, HoDag and Multi-Family Bond Programs for on-going compliance of regulations and policies regarding single and multi-family housing units.

- 50%** Manages the Compliance Department staff, including daily interaction, explanation and guidance to Developers, Property Managers, and staff regarding applications and program policies, changes or particular situations that arise needing a definitive decision. Reviews various reports submitted by subordinates to ensure valid conclusions are made, standard examination procedures are followed, and report schedules are uniformly completed. Assigns project case load, approves travel schedules and provides information and support for other departments within the corporation.

Creates statistical reports for properties in the Compliance period, provides training to staff and property managers concerning applications and on-going policies and regulations. Creates and implements policy guidelines.

The incumbent is required to have a thorough knowledge of program requirements as well as knowledge of peripheral governmental housing regulations.

Researches deferral and state funding sources and provides technical assistance to the Corporation when applying for, receiving and implementing programs. Takes action to prevent possible misuse of federal funds.

Prepares written reports documenting findings that are instrumental for initiating corrective actions. Interprets federal and state guidelines for constructing of housing within Corporation programs.

- 25%** Performs oversight duties of Housing Finance Specialists. This requires a thorough knowledge of program guidelines. Program guidelines encompass Department of IRS regulations, HOME regulations, Fair Housing regulations, as well as, multiple other federal requirements including HoDag and FDIC. The incumbent must remain current on changes and educate, train and direct staff to implement regulations and new changes. Program oversight is accomplished by monitoring all housing units for health, safety, and maintenance to ensure clean, decent and affordable housing is provided to the tenants.

Works with staff to maintain status of corrections, repairs, or remodeling needed at the various projects throughout the State of Louisiana.

- 20%** Reviews all monitoring review letters, monitoring reports, recommendations, and close out letters to help edit, revise, request and respond as needed to verify accuracy and appropriateness of the response. Approves staff requests for travel, leave usage, supplies, and job related training.

Maintains a log of inspections performed and upcoming to monitor performance.

- 5%** Arranges and attends meetings to support the Corporation, department, other programs and/or assist other State Agencies, and the public. Performs other duties as assigned.

Louisiana Housing Corporation – Compliance

03/2020

