

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308618

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SPEC 3
Job Code:	170510
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	09/05/2017
Position Audited:	Yes
Audit Date:	10/09/2017
Comments:	Per meeting with agency on 9/5/17 positions are being placed in suspense. Performed desk review of this position on 10/09/2017.

Log Number:	137693
Consultant:	KCW
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 11/2016

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

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50308618

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

Housing Finance Specialist 3

CURRENT PAY LEVEL

AS-615

CURRENT OFFICIAL JOB CODE

170510

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
50025985

COST CENTER NUMBER /FUND

WORK PARISH
East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST
Saloom, Jessica

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Compliance - Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Supervisor

DIRECT SUPERVISOR'S POSITION NUMBER

50371506

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

Jeffrey Hevey

50308495

Housing Finance Specialist 3/LHC

Joseph Durnin

50340128

Housing Finance Specialist 3/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

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

☐ 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

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 Compliance section ensures that funds allocated by the Louisiana Housing Corporation (LHC) and Office of Community Development (OCD) are used effectively in accordance with the rules and regulations of programs administered by LHC.

60% - Conducts random and scheduled field examinations to determine compliance with state and federal laws, policies, rules, and regulations. These examinations include review of area median income (AMI) limits, rent calculations, physical conditions, operation procedures, and unit inspections to ensure compliance with program regulations. Reviews are based upon the type of funding received by the project, including but not limited to Federal Deposit Insurance Corporation (FDIC), Low Income Housing Tax Credits (LIHTC) received under IRS Code 31, HOME, Community Development Block Grant (CDBG), Permanent Supportive Housing (PSH), Project Based Section 8, and any additional LHC administered programs. Performs desk reviews of reporting documents such as financial statements, regulatory agreements/certifications, tenant complaints, and any other sources, which may be used to assess compliance by relying on in-depth knowledge of state and federal laws, policies, rules, and housing regulations. Proficient knowledge of LIHTC, HUD Uniform Physical Condition Standards (UPCS), Housing Quality Standards (HQS) and HUD Occupancy standards (Tax Credit Certification, Certified Occupancy Specialist, and Blended Occupancy Specialist) is necessary to perform these functions.

15% - Identifies findings deficiencies, and/or concerns resulting from monitoring tasks by comparing applications, and/or compliance checklist to supporting documents. Evaluates information received and prepares detailed reports of findings for submission to supervisor and project sponsors/developers.

10% - Trains owner/developers/lenders/project management staff in program requirements and provides technical support in all program areas. Receives inquiries from program participants and provides answers to their questions regarding set asides, income limits, rent limits, utility allowance calculations, HUD UPCS, and occupancy standards based upon the type of funding received by the project (LIHTC, HOME, CDBG, PSH, Project Based Section 8, and any additional LHC administered programs).

05% - Sends notices for non-compliance stating measures necessary to meet compliance standards and initiates appropriate remedial action for non-compliance when warranted as directed by Compliance Supervisor. Serves as contact person during period of resolution. Confers with executive officers and members of the board of directors to discuss findings, summary, and recommendations concerning projects who remain non-compliant after period of resolution has expired.

05% - Prepares statistical data on standardized reports for Auditors, Board Meetings, and Federal Regulatory Agencies. Performs Quality Assurance/Quality Control on files to ensure consistency of work, accuracy, and integrity of section.

05% - Performs any other duties as assigned.

