

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50371506

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SUPV
Job Code:	170480
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	10/10/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	150838
Consultant:	KCW
Supervisor:	HHH



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

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

OA04

POSITION NUMBER

50371506

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

Housing Finance Supervisor

CURRENT PAY LEVEL

AS-617

CURRENT OFFICIAL JOB CODE

170480

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

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 and Compliance Monitoring/ Quail Drive

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

4

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)

E. KETH CUNNINGHAM
EXEC. DIRECTOR

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

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 is presently responsible for monitoring compliance with governing documents from compliance period through the extended use period of each property in the LHC portfolio. The developments monitored are funded through Low Income Housing Tax Credits, HOME, CDBG, FDIC, Multifamily Bond and other HUD programs or a combination of these funding sources.

40% This position requires the performance of daily interaction, explanation and guidance to Owners, Developers, Property Managers and Staff regarding applications of program policies, changes or particular situations that arise needing a definitive decision based upon existing regulations, codes and standards. This position also assigns project caseloads to individual staff, approves travel schedules, and provides information and support for other departments within LHC. The Housing Finance Supervisor will create statistical reports and provide training to staff and property managers concerning programs, policies and applications. The Housing Finance Supervisor will create and implement policy guidelines with proper approval. The Housing Finance Supervisor is required to have a thorough knowledge of program requirements as well as knowledge of peripheral governmental housing regulations.

30% This position has responsibility for performing oversight duties of a Housing Finance Specialist 1-3. To perform this oversight responsibility, a thorough knowledge of program guidelines and rules is required. Program guidelines encompass IRS Section 42, HOME, CDBG, FDIC, Multifamily Bonds and/or other HUD programs along with Fair Housing, ADA and Uniform Federal Accessibility Standards (UFAS). The Supervisor must stay current with changes and educate, train and direct staff to implement regulations and new guidance from the Corporation's Federal partners. Program oversight is accomplished by monitoring single and multifamily housing units to assess the accuracy of tenant applications, lease and a physical monitoring of units for health, safety and maintenance to assure that every resident is granted the opportunity to obtain safe, affordable and energy efficient housing. The Supervisor works with staff to maintain the status of corrections, repairs or renovations needed at various developments within the Corporation's statewide portfolio.

15% This position will require the review of staff reports, close out letters along with request for Form 8823 and/or other appropriate actions of staff. The Supervisor will edit and revise reports, request and responses as needed to verify correctness and appropriateness. This position requires the approval of staff requests for travel, leave usage, supplies, CPTP and other job related training.

10% The position requires maintenance and updates to Excel tracking spreadsheets related to monitoring reviews and the status of monitoring reports and close out letters. Duties also include logging in new projects into the department's portfolio after review of transfer documents and acceptance. The position requires entering into and monitoring Housing Development Software (HDS) as the accepted system of record.

5% The position requires meeting attendance to support the Corporation, department, other programs, and/or the assistance of other state agencies and the public. The position may perform other as assigned.

