

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50611072

Allocation Action:	New Position
Official Allocation:	HOUSING FINANCE SUPV
Job Code:	170480
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/17/2021
Position Audited:	No
Audit Date:	
Comments:	Not to be used as comparable New position # 50611072

Log Number:	177602
Consultant:	CDU
Supervisor:	JLR



# POSITION DESCRIPTION

Form Revision Date: 11/2016

STATE CIVIL SERVICE  
P.O. BOX 94111 - CAPITOL STATION  
BATON ROUGE, LA 70804-9111  
[SCSPDS@la.gov](mailto: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
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL  AS617	REQUESTED OFFICIAL JOB CODE  170480

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

REQUESTED OFFICIAL JOB TITLE

HOUSING FINANCE SUPERVISOR

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

ORGANIZATIONAL UNIT NUMBER 50378208	COST CENTER NUMBER /FUND	WORK PARISH EBR	PERSONNEL SUBAREA 5000
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT DENISE ACKOURY
AGENCY/DEPARTMENT - OFFICE - DIVISION LOUISIANA HOUSING CORPORATION / CONSTRUCTION & COMPLAINE / 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

## 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

3	NUMBER OF DIRECT SUBORDINATES
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## 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)  Edselle Keith Cunningham, Jr. LHC Executive Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE March 15, 2021	<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 Louisiana Housing Corporation is a non-paid HCM agency.

Serves as the Housing Finance Compliance-Supervisor responsible for managing, supervising, implementing and coordinating multiple programs: Tax Credit (IRS Section 42), HOME (HUD Program), FDIC, CDBG and Multi-Family Bond program for on-going compliance of regulations and policies regarding single and multi-family housing units.

40%-Supervise the Construction 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 Building Plans Examiners and Housing Finance Specialists to ensure valid conclusions, standard examination procedures are followed, report schedules uniformly completed, assigning project case load, approving travel schedules and providing information and support for other departments within the Corporation. Create statistical reports, provide training of staff and property managers concerning policies and applications. Creating and implementing policy guidelines. The Housing Finance Supervisor is required to have a thorough knowledge of program requirements as well as knowledge of peripheral governmental housing regulations. Researches federal 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.

30%-This position has responsibility for performing oversight duties of Building Plans Examiners, Administrative Program Specialist C and Housing Finance Specialists. To perform this oversight responsibility, a thorough knowledge of program guidelines is required. Program guidelines encompass Department of IRS regulations, HOME regulations, Fair Housing regulations as well as multiple other federal requirements, including CDBG and FDIC. Supervisor has to keep up to date on changes and educate, train and direct staff to implement regulations and new changes. Program oversight is accomplished by monitoring of all housing units for health, safety and maintenance to ensure clean, decent and affordable housing is provided to the tenants. Work with staff to maintain status of corrections, repairs or remodeling needed at the various projects throughout the State of Louisiana.

20%-Review all monitoring review letters, monitoring reports and close out letters to help edit, revise, request and respond as needed to verify correctness and appropriateness of the response. To approve staff request for travel, leave usage, supplies and job related training. Maintain a log of inspections performed.

10%-Attend meetings to support the Corporation, department, other programs and/or assist other State Agencies, and the public. To perform other projects and duties as assigned.

# Louisiana Housing Corporation – Compliance

01/2021

