

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	180454

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:	05/13/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190743
Consultant:	CDU
Supervisor:	JLR



POSITION DESCRIPTION

Form Revision Date: 7/2021

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
0A04POSITION NUMBER
180454CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
HOUSING FINANCE MANAGERCURRENT PAY LEVEL
AS619CURRENT OFFICIAL JOB CODE
163710

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
50025988WORK PARISH
East Baton RougePERSONNEL SUBAREA
5000EMPLOYEE GROUP (CHOOSE ONE)
☐ FT HOURLY
☒ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST
CHAUVIN, MITCHELEmployee Qualifies For Job
☒ Yes ☐ NoHUMAN RESOURCES CONTACT
Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

LOUISIANA HOUSING CORPORATION/FEDERAL PROGRAMS - ENERGY/INDUSTRIALPLEX

HUMAN RESOURCES TELEPHONE
(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE DEPUTY ADMINISTRATOR

DIRECT SUPERVISOR'S POSITION NUMBER
50308497HUMAN 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)

Joshua E. Hollins
Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

5/12/22

☒ 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 Housing Finance Manager is responsible for directly supervising Housing Finance Supervisors and Specialists in the Federal Programs Department, which include the Weatherization Assistance Program (WAP) and the Low-Income Home Energy Assistance Programs (LIHEAP). The Louisiana Housing Corporation (LHC) is also the state grantee of the funds from federal partners, the Department of Energy, and the Department of Health and Human Services (HHS).

75%

Manages and provides oversight and day-to-day management functions of the Federal Energy Programs department by assigning, reviewing, and approving work load and leave for staff. Interviews, hires and trains new staff as well as prepare performance evaluations.

Develops and updates program policy and procedures manuals. Provides reports and updates to the Housing Finance Deputy Administrator. Issues policy revisions and policy memoranda. Recommends changes in LHC policy and procedures to ensure compliance with the federal and state laws as well as the efficient coordination of energy services.

Prepares annual state plans and conducts public hearings. Ensures that programs are in compliance with federal and state programmatic and administrative regulations.

Distributes monthly analysis reports of program deliverables, projections, and outcomes. Implements specific fiscal controls for tracking partners' expenditures and progress to ensure accountability.

Reviews program correspondence and reports prepared by subordinate staff to ensure policy compliance and procedural consistency. Responsible for ensuring that all Community Action Agencies are monitored on a regular basis and are performing functions in accordance with policy and program regulations and/or guidelines.

Researches possible leveraging sources, submit reports and coordinates receipt and utilization of leveraged funds and/or services.

Meets and interacts with other governmental agencies, utility companies, and local community action agencies, which provide energy related services or are serving, or targeted to serve, low-income populations, particularly households containing children under five, elderly, and/or disabled persons. Provides guidance to community action providers in developing and implementing a local leveraging and networking initiative.

Assists with public awareness of LHC Energy Programs. Responds to inquiries relative to the Energy Programs. Makes outside presentations to inform and educate the public regarding energy programs.

Works with the Energy Programs' software vendor to ensure accurate data collection and reporting.

10%

Approves funding allocations for energy contractors. Oversees the development and processing of contractual agreements and amendments.

Participates in overall budget planning and goal setting.

Tracks and monitors disallowed costs (repayment agreements) for LHC energy contractors. Reviews, monitors, and approves cost reports/ requests.

Monitors and approves waivers for LIHEAP Crisis Assistance.

10%

Prepares financial and programmatic federal reports related to WAP and LIHEAP. Prepares monthly board materials and support documentation for Housing Finance Deputy Administrator's review.

Reviews and analyzes state and federal legislation and regulations for assessment of programmatic impact and implements enacted legislation to assure agency compliance. Researches and responds to proposed state legislation, which may impact the WAP and LIHEAP.

5%

Performs any other duties as assigned.

Louisiana Housing Corporation – Energy Assistance

03/2022

