

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50371503

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:	04/05/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189074
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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 GROUPMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50371503☐ NEW POSITIONCURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
HOUSING FINANCE SPECIALIST 3CURRENT PAY LEVEL
AS615CURRENT 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
50025988WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY
☒ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST
HILTON, VICTORIA

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION/ENERGY / CONTRACT ADMINISTRATION/INDUSTRIPLEX

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE DEPUTY ADMINISTRATOR

DIRECT SUPERVISOR'S POSITION NUMBER

50308497

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
Angela Lewis	50315795	Housing Finance Specialist 3

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	<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) <i>Bradley R. Sweazy</i> Interim Executive Director	DATE 4/4/22	<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.

Performance Based Contract Administration (PBCA)

25%

Receives, reviews, reconciles, and authorizes monthly Section 8 Housing Assistance Payments (HAP) voucher requests submitted by owners/agents.

Ensures voucher requests comply with the U.S. Department of Housing and Urban Development's (HUD) requirements and regulations governing administration of Section 8 Project-Based contracts.

Prepares voucher-processing reports, identifies discrepancies and/or corrective actions needed, and monitors cases of overpayment or other discrepancies for adequate resolution.

25%

Receives, reviews, and processes rent adjustment and contract renewal requests, such as, Operating Cost Adjustment Factors (OCAF) and budget-based rent adjustments. Reviews and processes utility analyses.

Completes the rent adjustment and contract renewal documents and distributes the completed documents to owners/agents and HUD. Enters processing data into HUD and LHC's databases.

20%

Process Life-Threatening Health & Safety Issues (LT) and Non-Life Threatening (NLT) and Community/Resident Concerns. Documents actions taken to notify the owner, conducts follow-ups, and achieves resolutions. Responds to life-threatening health and safety issues within an hour or before close of business day (whichever is sooner) and responds within two business days on non-life threatening issues.

15%

Reviews and processes Special Claims for Tenant Damages and Unpaid Rent and Vacancy Losses.

10%

Provides technical assistance to owners/agents and monitors owner/agent implementation of current and future HUD requirements and regulations governing administration of Section 8 contracts.

Assists in preparing monthly reports, and the preparation of the annual work plan, when necessary. Documents LHC and HUD systems for actions taken by contract administration.

5%

Completes various assignments per the Annual Contributions Contract (ACC), Incentive Based Performance Standards (IBPS), and per HUD or LHC's procedures or requirements.

Performs other duties as assigned.

Louisiana Housing Corporation – Energy Assistance

03/2022

