

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50478413

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:	04/07/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189202
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](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 5 # requested☐ JOB CORRECTION ☐ 5.3 APPEAL ☒ CAREER  
PROGRESSION GROUP☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 0A04	POSITION NUMBER 50478413
CURRENT PAY LEVEL AS615	CURRENT OFFICIAL JOB CODE 170510
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
HOUSING FINANCE SPECIALIST 3

REQUESTED OFFICIAL JOB TITLE

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

ORGANIZATIONAL UNIT NUMBER 50025988	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	
COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST LEBLANC, PRISCILLA	Employee Qualifies For Job <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT DENISE ACKOURY
AGENCY/DEPARTMENT – OFFICE – DIVISION LOUISIANA HOUSING CORPORATION/FEDERAL PROGRAM-ENERGY/LHC		HUMAN RESOURCES TELEPHONE ( 225 ) 763-8841
OFFICIAL TITLE OF SUPERVISOR HOUSING FINANCE SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER 50572359	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
BRIDGET MCGEE	50308559	HOUSING FINANCE SPECIALIST 3
CAROLYN MCQUAIRTER	50308499	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. Sweeney</i> Bradley R. Sweeney - Interim Executive Director	DATE <i>4/12/22</i>	<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.

Incumbent is responsible for the statewide oversight of the financial and management activities of the primary Subgrantees with the Louisiana Housing Corporation for the Low Income Home Energy Assistance Program (LIHEAP) to assess compliance with programmatic and contractual requirements.

Incumbent must have knowledge of MS office and be proficient in writing, analyzing financial reports, and interpreting policies and cost principles that govern the program.

### LIHEAP Specialist:

#### 50%

Review and process LIHEAP payment requisitions from Subgrantees timely.

Tracks and monitors disallowed costs for LHC Energy Subgrantees.

Assure that Subgrantees are in compliance with federal and state policies and procedures by review and analysis of services, performance, and projections of expenditures and meeting energy program's objectives.

Evaluate and process cost allocation plans/budgets/budget revisions to ensure compliance with acceptable budgeting and accounting principles, as well as program policies and cost principles.

Notify Utility Vendors and Subgrantees of distributed payments.

#### 30%

Responsible for tracking and assuring that findings in Subgrantee audit reports are resolved.

Provide training and technical assistance to maintain and enhance financial management of the programs and the Louisiana Energy Software System.

Participate in formulating policy and procedures including provider manuals and operational memorandums.

Respond timely to Subgrantees and client issues, questions, and complaints.

Participate in appeals by clients and/or Subgrantees and represent LHC at hearings.

#### 15%

Conduct an annual onsite monitoring for assigned Subgrantees and write an assessment.

Conduct Subgrantee desk monitoring, as needed.

#### 5%

Attend workshops, conferences, and seminars to enhance knowledge base of state and federal policies and regulations that govern LIHEAP.



# Louisiana Housing Corporation – Energy Assistance

03/2022

