

POSITION DESCRIPTION APPROVAL



Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50540822

Allocation Action:	New Position
Official Allocation:	HOUSING FINANCE SPEC 3
Job Code:	170510
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/16/2017
Position Audited:	No
Audit Date:	
Comments:	Agency provided new position information as follows: Org # 50025981 Work Parish: EBR Work Group: P/T

Log Number:	135163
Consultant:	KCW
Supervisor:	HHH

CLASSIFIED WAE POSITION DESCRIPTION

Form Revision Date: 7/1/2013

HUMAN RESOURCES ONLY

<input type="checkbox"/> NEW POSITION ESTABLISHED	<input type="checkbox"/> AFFIRMED	<input type="checkbox"/> RETURNED W/O ACTION	SCS LOG NUMBER	SCS ASSIGNED CONSULTANT
			MAJOR AGENCY CODE	EFFECTIVE DATE
OFFICIAL ALLOCATION			OFFICIAL JOB CODE	PAY LEVEL
CONSULTANT	SUPERVISOR		DELEGATED <input type="checkbox"/> YES <input type="checkbox"/> NO	MASTER JOB DESCRIPTION <input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS				

TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet		PERSONNEL AREA CODE	POSITION NUMBER
<input type="checkbox"/> UPDATE	<input checked="" type="checkbox"/> NEW POSITION	<input type="checkbox"/> MASTER	0A04
CURRENT OFFICIAL JOB TITLE		CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED OFFICIAL JOB TITLE		REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
HOUSING FINANCE SPECIALIST 3		AS615	170510

GENERAL INFORMATION

AGENCY/DEPARTMENT – OFFICE – DIVISION	
LOUISIANA HOUSING CORPORATION	
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER
HOUSING FINANCE DEPUTY ADMINISTRATOR	50308497

COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE/AGENCY

SUPERVISORY ELEMENTS

<input type="checkbox"/> DETERMINES WORK ASSIGNMENTS	<input type="checkbox"/> RECOMMENDS HIRING/PROMOTIONS	<input type="checkbox"/> TRAINS STAFF	0	NUMBER OF DIRECT SUBORDINATES
<input type="checkbox"/> REVIEWS AND APPROVES WORK	<input type="checkbox"/> PREPARES & SIGNS PES RATING	<input type="checkbox"/> APPROVES LEAVE		

ATTACHMENTS

Check to indicate attachments. Please review position description instruction sheet for details regarding required attachments

<input checked="" type="checkbox"/> Organizational Chart (required)	<input checked="" type="checkbox"/> Duties / Responsibilities (required)	<input type="checkbox"/> Comments	<input type="checkbox"/> MJD Position Numbers
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ADDITIONAL INFORMATION

PLEASE PROVIDE JUSTIFICATION ON WHY THIS POSITION IS NEEDED ON A TEMPORARY BASIS.

Louisiana Housing Corporation's Weatherization program is tasked with an unprecedented close out of three Subgrantee Agencies that provided weatherization services to citizens throughout the state. The program's fiscal year concludes on June 30, 2017. The Energy Department is currently working with limited staff and the addition of the two positions will help with the review of programmatic data to include client files, inventory, and financial records for compliance with state and federal regulations. These positions will also help with the preparation of monitoring reports and close out records. Employment would begin as soon as possible and end on June 30, 2017.

IF BASED ON AN INITIATIVE OF THE APPOINTING AUTHORITY, EXPLAIN THE PROGRAM OR PROJECT BASED ON THIS INITIATIVE AND THE LEVEL AND DURATION OF THIS WORK.

AGENCY APPROVAL

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE



TITLE OF PERSON SIGNING THIS REQUEST

EXECUTIVE DIRECTOR

CONTACT INFORMATION (HUMAN RESOURCES CONTACT)

NAME

DENISE ACKOURY

EMAIL

DACKOURY@LHC.LA.GOV

PHONE NUMBER

225-763-8841

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.

- 50% Coordinate and schedule annual on-site monitoring, including fiscal monitoring of the WAP agencies according to the monitoring schedule to ensure the agency is in compliance with state and federal regulations.
- 15% Prepare written monitoring reports and follow-up on any corrective actions until cleared.
- 15% Compile data to ensure agencies are properly closed -out.
- 8% Track and Review annual audit reports and follow-up with sub grantees on any findings related to the LIHEAP and WAP programs until resolved.
- 8% Assist with reviewing and updating multiple weatherization documents for technical accuracy and completeness, including state standards.
- 4% Assist management with any additional program matters that may develop

50356485-PROGRAM DIVISION B/ LHC

