

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50572359

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:	07/02/2019
Position Audited:	No
Audit Date:	
Comments:	This position has 5 subordinates.

Log Number:	159059
Consultant:	SLP
Supervisor:	PDA



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

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 GROUP☒ NEW POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

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

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

HOUSING FINANCE SUPERVISOR

AS617

170480

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

ORGANIZATIONAL UNIT NUMBER
50464678

COST CENTER NUMBER /FUND

WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / RECOVERY HOUSING / QUAIL

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE MANAGER

DIRECT SUPERVISOR'S POSITION NUMBER

50308486

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

10

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)

KEITH CUNNINGHAM
EXECUTIVE DIRECTOR
PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

July
01,
2019☒ 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.

Focus Area – Katrina/Rita – Small Rental Property Program (\$662,857,250 allocated)

Summary: Reporting to the Recovery Housing Department Manager, the position is primarily responsible in assisting the Manager with oversight and management of the Katrina/Rita- Small Rental Property Program with includes supervising employees.

<u>FTE%</u>	<u>Tasks</u>	<u>Description</u>
50%	Assist Manager with daily SRPP operations, Compliance Reviews and Review of funds	Will assist Manager with day to day operations of the Small Rental Property Program (SRPP) and staff Compliance reviews of assigned pipeline Help with troubleshooting with various issues that may arise daily Answer questions on files from staff or outside parties Review return of funds and monthly payments received daily from OCD for draws
30%	State, Federal and Inter-Agency	Assists Manager with coordinating tasks/projects due to LHC Executive Management and OCD-DRU. Also, helps with gathering data on SRPP. Help with development or changes of policies and procedures
10%	Administrative duties, Staffing, Training	Will assist Manager in hiring, training and development of SRPP staff Fill in for Manager when out for help with staff and outside State agencies inquiries
10%	Monitoring and Compliance	Performs any other duties as assigned

Louisiana Housing Corporation – Recovery Housing

06/2019

