

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50478410

Allocation Action:	Affirmed
Official Allocation:	ENV IMPACT MGR 1
Job Code:	141030
Pay Level:	TS-314
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/04/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	176368
Consultant:	CDU
Supervisor:	JLR



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

50478410

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

Environmental Impact Manager 1

CURRENT PAY LEVEL

TS-314

CURRENT OFFICIAL JOB CODE

141030

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
50025985

COST CENTER NUMBER /FUND

WORK PARISH

East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Brass, Agaha

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation / Environmental Service / Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Deputy Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50457898

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

2

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)

Edselle Keith Cunningham, Jr.
LHC Executive Director

DATE

Feb.
02,
2021☒ 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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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 Louisiana Housing Corporation's (LHC) Environmental Department is responsible for the Environmental Review (ER) process HOME, NOAH, DELTA 100, TCAP, LIHTC, HRP, NHTF, CDBG-DR, ARP, CDBG-Piggyback, PRIME, NDR, QAP program income, MRLF, Landlord rehab, Lead Hazard Grant, and certain Louisiana Housing Authority (LHA) programs, including but not limited to, Continuum of Care (Coc), PSH, PVB, Shelter+Care, Safe Haven and Section 811. The ER process analyzes the effects a proposed project/development would have on the people and the natural environment within a designated area and the effect the material and social environment may have on a given project. The duties of the incumbent in the Environmental Impact Manager I position include the administration of LHC environmental policies and requirements for non-federally funded departmental projects and the administration of environmental requirements for regular federally funded departmental projects which require the department to act as the Responsible Entity in assuming the responsibility for environmental review, decision-making, and action that would otherwise apply to the US Department of Housing and Urban Development (HUD) under the National Environmental Policy Act and other provisions of law specified in 24 CFR 58. This includes environmental duties such as, determination of the appropriate level of review, evaluation through inspection, permitting, data collection and analysis, research and formulation of mitigations, and preparation of environmental documents including statutory checklists, environmental assessments, or environmental impact statements, and Requests for Release of Funds.

The following duties require training or familiarity with the National Environmental Policy Act and HUD's Foundations in Environmental Review and Federal Labor Standards Training along with management and leadership skills.

(50%) Environmental Evaluation:

- Serves as the top level environmental professional for the LHC and is responsible for administration and oversight of the environmental policies and requirements for all of the LHC.
- Recommends hiring and training of staff that will assist in related environmental programs/policies/requirements for the LHC. Directs employee assignments and establishes work priorities and scheduling.
- Evaluates the job performance of personnel and reviews work related matters with individuals whose duties include an environmental component.
- Directs the design and implementation of systems for tracking the environmental status of projects and retrieval of records. Directs the development of recommendations to avoid or minimize the impact of departmental programs on the environment and vice versa.
- Coordinates work with federal agencies (NRCS, EPA, HUD, Fish and Wildlife, US Army Corps of Engineers, etc.), state agencies (LDEQ, LDWF, SHPO, etc.), and local agencies. Eliminates, to the degree allowed by regulations, duplication with other state and local procedures.
- Supervises routine field investigations of LHC staff for the purpose of site assessment and data analyses. Supervisory responsibilities are over direct reports and also Compliance field staff members (2-9 field personnel).
- Issues RFPs and RFQs for environmental professional services.
- Plans and schedules routine field investigations with agency contractor/vendors for the purpose of site assessment and data collection.
- Coordinates and reviews the work of contractors and consultants hired by the department to perform certain environmental analyses (3-6 subordinate contractors).
- Supervises and oversees the review of professional environmental consultant work to insure compliance performed directly for the agency or for awardees of the agency with all requirements of policies, regulations, directives, specifications, and contract stipulations. Oversees the review of proposals and studies prepared by consulting firms for factual accuracy and completeness. Enforces regulatory standards for performance for documents submitted by developers' environmental consultants.
- Reviews environmental documents prepared by HUD, subordinate staff, and other agencies to determine the effect of their proposed projects, and to insure the projects' compliance with the same.
- Coordinates the implementation of appropriate protocols when historical or archeological resources are encountered in the course of a construction project.

- Coordinates the appropriate protocols when toxic or hazardous materials are encountered in the course of a construction project. Directs preparation of technical environmental studies and analyses including but not limited to air quality, noise, water quality, and wetlands.
- Recommends to the agency administrator's best available remediation or mitigation measure(s) to abate environmental impacts resulting from construction projects.
- Determines appropriate analytical methodology based on project scope.
- Researches, writes, and/or edits environmental review records incorporating data from other sections of the department and other agencies.
- Identifies existing environmental and community resources within immediate and general area of the proposed project and evaluates the project's impact on the same.
- Acts as lead worker in the development of recommendations to avoid or minimize the impacts of departmental projects on the human and natural environment based upon regulatory requirements. Supervises solutions of mitigation measures.
- Assists executive management and leadership level staff, and may serve as Department representative, at public meetings and hearings.
- Conducts on-site environmental investigations as necessary to gather data.
- Consults with federal, state, and local agencies to satisfy requirements of 24 CFR 58 for interagency consultation.
- Identifies and evaluates environmental issues and impacts per 24 CFR 58.5 and 58.6, e.g., historic properties and archaeological sites, floodplain management and wetland protection, Coastal Zone management, sole source aquifers, endangered species, wild and scenic rivers, air quality, farmlands protection, airport clear zones, noise, toxic and hazardous materials, environmental justice, and Coastal Barrier Resources, which may affect or be affected by the proposed project.
- Identifies and evaluates environmental conditions and impacts per 24 CFR 58.36, including Land Development; Noise; Air Quality; Environmental Design, Historic Values, and Urban Impact; Socioeconomic; Community Facilities and Services, and Natural Features.
- Responsible for Tribal Preservations Historic Office coordination for the Identification, Coordination, and government to government correspondence with tribal entities in the vicinity of agency development projects.
- Phase I Environmental Site Assessment review carefully evaluating and analyzing data for potential findings or actions that require mitigation (e.g., Vapor Encroachment).
- Legal combined public notice (FONSI/NOI) processing in conjunction with the Communications Department to ensure the public notices are in compliance and aides in processing of invoices and affidavits.
- Prepare and process requests for release of funds (RROF) (i.e., HUD form 7015.15) submissions.
- Supervises uploads of environmental impact data into HUD's system of record (HEROS).
- Supervises the evaluation of potential social, economic and environmental impacts of housing projects at the planning and preliminary design stages.
- Supervises the coordination of work with other local, state, and federal planning groups having social, economic, and environmental responsibilities.
- Directs the writing/editing/reviewing of statutory checklists, environmental assessments, environmental impact statements, and other documents as required to evaluate projects and obtain environmental clearance from HUD. - Researches and writes categorical exclusions and other documents as required.
- Catalogues correspondence and research files. Reviews transcripts and other documents for accuracy.

(35%) Supervisory Functions:

- Prepares and trains staff to prepare studies requiring special expertise in HUD Noise Assessments, AP43 Air Quality Analysis, Acceptable Separation Distances from Flammable and Explosive Hazards, Lead-Based Paint, evaluation of Prime Farmlands, Acceptable Distances from Airport Clear Zones, and environmental justice.
- Plans and schedules self or other appropriate staff to conduct routine field investigations for the purpose of site assessment and data collection. Organizes functional unit workload by setting priorities for assigned activities. Serves as a technical advisor for subordinate staff, field staff and contractors.
- Supervises technical approach of appropriate staff to conduct, random and scheduled on-site inspections to ensure compliance with program regulations. Performs, or directs other appropriate staff to perform, desk reviews of reporting documents and other sources which may be used to assess compliance by relying on in-depth knowledge of federal, state, and local housing regulations.
- Provides technical support to LHC and subordinate staff to conduct research and develop protocols for cross-cutting federal regulation, which include, but are not limited to, Section 3 and DBRA.
- Evaluates, or directs other appropriate staff to evaluate, information received and prepares detailed reports of findings for submission to staff and project sponsors/developers. Sends notices or directs the appropriate subordinate staff to send notices of non-compliance, when warranted. Serves as contact person during the period of resolution. Plans and schedules routine field investigations with agency contractor/vendors for the purpose of site assessment and data collection.

- Manages, coordinates, and reviews the work of contractors and consultants hired by the department to perform certain environmental analyses.
- Manages and oversight of professional environmental consultant work to insure compliance performed directly for the agency or for awardees of the agency with all requirements of policies, regulations, directives, specifications, and contract stipulations. Manage and oversight of proposals and studies prepared by consulting firms for factual accuracy and completeness. Enforces regulatory standards for performance for documents submitted by developers' environmental consultants.
- Manage software solutions (i.e., HEROS) purchased and implementation to assist the department to more efficiently perform environmental processes and analyses.

(10%) Additional Responsibilities:

- Conducts research on and/or reviews of updates to Federal Register notices, HUD CPD policies, and assesses the implications of statutory or regulatory language on LHC programs administered throughout the state to ensure compliance.
- Conducts public meetings and public hearings. Answers questions from the public and other interested parties related to social, economic and environmental impacts of proposed projects. Provides educational opportunities on environmental issues and procedures to project applicants and their environmental consultants.
- Interagency consultation with federal, state, and local agencies to identify and evaluate environmental issues and impacts which may affect or be affected by the proposed project.
- Responsible for Tribal Preservations Historic Office coordination for the Identification, Coordination, and government to government correspondence with tribal entities in the vicinity of agency projects.

(5%) Other Duties:

- Additional duties as assigned.

POSITION DESCRIPTION**ENVIRONMENTAL IMPACT MANAGER 1****POSITION # 50478410****COMMENTS**

Position now supervises two (2) Environmental Impact Specialist positions.

Duties related to the Davis Bacon and Related Acts (DBRA) Program were removed. DBRA duties were moved to the Housing Finance Deputy Administrator for Compliance.

Housing Finance Deputy Admin.

50580752

Todd Folse

Environmental Impact Mgr. 1

50478410

Agaha Brass

Environmental Impact Spec. 1

50553595

Tyrus Briggs

Environmental Impact Spec. 3

50566077

Rivers Berryhill