

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50553595

Allocation Action:	New Position
Official Allocation:	ENV IMPACT SPEC 3
Job Code:	141740
Pay Level:	TS-311
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	03/28/2018
Position Audited:	No
Audit Date:	
Comments:	New position #50553595 created by policy.

Log Number:	143790
Consultant:	KCW
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 11/2016

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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 0A04	POSITION NUMBER 50360421
CURRENT PAY LEVEL AS-615	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 50025985	COST CENTER NUMBER /FUND	WORK PARISH East Baton Rouge	PERSONNEL SUBAREA 5000
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EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	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/ Project Compliance/ Quail Drive		HUMAN RESOURCES TELEPHONE (225) 763-8700
OFFICIAL TITLE OF SUPERVISOR <i>EXECUTIVE COUNSEL</i>	DIRECT SUPERVISOR'S POSITION NUMBER <i>50457898</i>	HUMAN RESOURCES EMAIL dakcoursy@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

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>E. KETHA CUNNINGHAM, EXEC. DIRECTOR</i> PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE <i>3/27/18</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.

The incumbent in this position assists with the Louisiana Housing Corporation's (LHC) Environmental Review (ER) process, certain Louisiana Housing Authority (LHA) programs, and other projects in the Asset Management Division.

Environmental Evaluation (75%):

- 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.
- Prepares technical environmental studies and analyses.
- Plans and schedules routine field investigations for the purpose of site assessment and data collection.
- Evaluates hazardous material contamination and prepares technical assessments. Determines appropriate analytical methodology based on project scope. Makes recommendations.
- Coordinates and reviews the work of contractors and consultants hired by the department to perform certain environmental analyses.
- 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.
- Coordinates work with other local, state, and federal partners having social, economic, and environmental responsibilities.
- Conducts on-site environmental investigations as necessary to gather data.
- Prepares and processes requests for release of funds (RROF) (i.e., HUD form 7015.15) submissions.

Additional Responsibilities (25%):

- Conducts research and develops protocols for cross-cutting federal regulation, which include, but are not limited to, Section 3 and Section 504.
- Ensures program compliance and adherence to all federal regulations.
- Conducts research on and review of Federal Register notices and HUD guidance, and the statutory or regulatory language to assess the implications on LHC programs administered throughout the state and to ensure HUD compliance.
- Assist with LHC's ongoing efforts with the Analysis of Impediments to a Fair Housing Choice for the State of Louisiana.
- Develops LHC approach to utilize HUD's newly created Affirmatively Furthering Fair Housing Tool.
- Conducts research and review of Federal Register notices, HUD guidance and handbooks as they relate to Affirmatively Furthering Fair Housing.
- Assists Asset Management staff with their duties and projects.
- Performs any other duties as assigned.

Louisiana Housing Corporation – Asset Management

03/2018

