

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50566077

Allocation Action:	Affirmed
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:	03/22/2022
Position Audited:	No
Audit Date:	
Comments:	Per agency this is a CPG position not marked on PD in error.

Log Number:	188608
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 \_\_\_\_ # requested☐ JOB CORRECTION ☐ 5.3 APPEAL☐ CAREER  
PROGRESSION GROUPMAJOR AGENCY CODE &  
PERSONNEL AREA CODE  
0A04POSITION NUMBER  
50566077☐ NEW POSITIONCURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
ENVIRONMENT IMPACT SPECIALIST 3CURRENT PAY LEVEL  
TS311CURRENT OFFICIAL JOB CODE  
141740

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  
50025985WORK PARISH  
EBRPERSONNEL SUBAREA  
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY  
☐ FT SALARY  
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

BERRYHILL, LUCIE RIVERS

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / INDUSTRIPLEX / ENVIRONMENTAL &amp; LABOR COMPLIANCE

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR

ENVIRONMENTAL IMPACT MANAGER

DIRECT SUPERVISOR'S POSITION NUMBER

50478410

HUMAN RESOURCES EMAIL

DENISE ACKOURY

## 4 COMPARATIVE POSITIONS

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

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE / AGENCY

BRIGGS, TYRUS

50553595

ENVIRONMENTAL IMPACT 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.

	DATE	
EMPLOYEE		<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		<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. Sweazy</i> Interim Executive Director	3/21/22	<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 Louisiana Housing Corporation's (LHC) Environmental Department is responsible for the Environmental Review (ER) process regulatory compliance for HOME, NOAH, TCAP, LIHTC, CDBG-DR, HRP, and certain Louisiana Housing Authority (LHA) programs, including but not limited to, PSH, PVB, Shelter+Care, 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.

### Environmental Evaluation (90%):

- Preparation of technical environmental studies and analyses including but not limited to air quality, noise, water quality, and wetlands.
- Plans and schedules routine field investigations for the purpose of site assessment and data collection.
- Evaluates hazardous material contamination and prepares technical assessments.
- Recommends to the Environmental Impact Manager or 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.
- Coordinates and reviews the work of contractors and consultants hired by the department to perform certain environmental analyses.
- Coordinates with appropriate state (LDWF, SHPO, and LDEQ) and federal agencies (i.e., USACE, EPA, NRCS, USFWS).
- 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.
- Oversee the work of engineering and environmental consulting firms doing environmental work for the agency.
- Acts as lead worker in the development of recommendations to avoid or minimize the impacts of departmental projects on the human and natural environment.
- Coordinates work with other local, state, and federal partners having social, economic, and environmental responsibilities.
- Assists senior staff, and may serve as Department representative, at public meetings and hearings.
- Conducts on-site environmental investigations as necessary to gather data.
- 24 CFR §58.5 (Statutory), 24 CFR §58.6 (Compliance), and Environmental Assessment Checklists
- Tribal Identification and Coordination
- 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.

These duties require training or familiarity with the National Environmental Policy Act and HUD's Foundations in Environmental Review and Federal Labor Standards Training. Applicants should be familiar with 24 CFR Part 58 Regulations and should have an environmental background with knowledge of Louisiana's unique ecological characteristics.

### Additional Responsibilities Evaluation (10%):

- 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.

Housing Fin. 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