

UNCLASSIFIED POSITION AUTHORITY  
APPROVAL

Form Est: 01/2017



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50643295
Multiple position numbers:	No



Unclassified Authority Action:	Commission Approved 4.1(d)2 New Position Established
Official Unclassified Job Title:	ADMINISTRATOR
Job Code:	500270
Pay Range Minimum:	55.00
Pay Range Maximum:	72.00
Approval From:	05/04/2022
Approval To (Expiration Date):	05/03/2026
Additional Hours Approved:	
Comments:	Chief Administrative Officer new position number 50643296



Log Number:	189076
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

REQUEST FOR EXEMPTION FROM  
THE CLASSIFIED SERVICE

Form Revision Date: 03/2019

STATE CIVIL SERVICE  
P.O. BOX 94111 – CAPITOL STATION  
BATON ROUGE, LA 70804-9111  
[SCSPDS@la.gov](mailto:SCSPDS@la.gov)

AGENCY NAME	MAJOR AGENCY CODE	PERSONNEL AREA CODE
Louisiana Housing Corporation		0A04

TYPE OF REQUEST	
<input type="checkbox"/> <b>DIRECTOR APPROVED [4.1(d)1]</b> 1245 hour limit in a 12 month period <input type="checkbox"/> NEW POSITION AUTHORITY PROPOSED EFFECTIVE DATE <input type="checkbox"/> RENEWAL OF POSITION AUTHORITY <input type="checkbox"/> EXTENSION OF 1245 HOUR RESTRICTION <i>(Commission approval required)</i> ADDITIONAL HOURS REQUESTED	<input checked="" type="checkbox"/> <b>COMMISSION APPROVED [4.1(d)2]</b> <input type="checkbox"/> NEW POSITION AUTHORITY PROPOSED EFFECTIVE DATE 05/01/2022 <input checked="" type="checkbox"/> RENEWAL OF POSITION AUTHORITY

NEW POSITION AUTHORITY INFORMATION			
JOB TITLE	JOB CODE (if known)	WORKING JOB TITLE (if used)	REPORTS TO (JOB TITLE)
PAY RANGE (Hourly) \$	NUMBER OF POSITIONS REQUESTED	LENGTH OF TIME POSITION(S) NEEDED	

INFORMATION REQUIRED FOR NEW POSITION <small>FOR LA GOV HCM AGENCIES ONLY</small>			
ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA 0
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			

RENEWAL OF POSITION AUTHORITY INFORMATION			
CURRENT EXPIRATION DATE 01/08/2020	CURRENT POSITION NUMBER(S) 50477810	NUMBER OF POSITIONS 1	
JOB TITLE Chief Administrative Officer	JOB CODE (if known)	WORKING JOB TITLE (if used)	REPORTS TO (JOB TITLE) Executive Director
PAY RANGE (Hourly) \$115,000 - \$150,000	NUMBER OF HOURS WORKED (in previous appointment period) <i>Applies to Director Approved [4.1(d)1] Positions Only</i> 40		
EMPLOYEE NAME(S) Vacant	EMPLOYEE ID(s)		

EXTENSION OF 1245 HOUR RESTRICTION INFORMATION			
EMPLOYEE NAME(S)	EMPLOYEE ID(s)		
POSITION NUMBER(S)	JOB TITLE	JOB CODE	
EFFECTIVE DATE OF APPOINTMENT	ONE YEAR APPOINTMENT EXPIRATION DATE	NUMBER OF HOURS EMPLOYEE HAS ALREADY WORKED IN THIS POSITION? Hours as of Date	

ADDITIONAL INFORMATION
Please explain why a classified appointment is not appropriate for this position (i.e. unique background or qualifications) What makes these duties distinctively different from similar duties in the classified service?  Act 408 of the 2011 Regular Session of the Legislature created the Louisiana Housing Corporation (LHC). The aforementioned legislation dictates that a board of directors governs the LHC. Act 408 also declared the following: * "State leadership is needed to achieve an adequate supply of affordable and accessible housing for all"



- \* "a major cause of the shortage of residential housing available is a lack of a coordinated approach and clear statewide policy".
- \* "private enterprise and investment unaided has not been able to produce the needed construction of decent safe accessible housing".

While classified positions vary across all sectors of state government, one of the basis for this request is to provide the unclassified Executive Director the flexibility to manage the position without establish property rights to the position. Any incumbent in the position will be in an at will employee at the discretion of the Executive Director. Also, the primary role of the position is to assist the Executive Director in addressing the legislative matters referenced above as well as directives from the Board of Directors. An unclassified position is most appropriate because the incumbent will be working with high-ranking internal and external stakeholders from various sectors that impact housing in Louisiana. External stakeholders include but is not limited to federal partners, state legislators, state, parish and local officials, private and not-for-profit entities. Internal stakeholders in the LHC include administrators who are classified and unclassified.

The legislation created an Executive Director who is appointed by the LHC board of directors, who is tasked with administering, managing and directing the daily affairs of the corporation. The Chief Administrative Officer position will provide support to the Executive in this endeavor by managing the day-to-day operations of the LHC.

If based on an initiative of the Agency Head, explain the program or project based on this initiative and the level and duration of this work.

This position must possess strong administrative, analytical, process-improvement and communication skills as well as the ability to work with outside agency partners (property developers, bankers, investors, community improvement associations, elected officials, city managers, and CFO's, national and private funding sources, regulatory officials, community planners, and agency clients, and customers). The incumbent in this position must possess strong supervisory skills and abilities and this position will oversee approximately 3 high-level staff members. Experience which involves the second line supervisor on professional functioning as consultants or resource persons to an agency / company or the management or direction of a section or of a division program is preferred. The ideal incumbent would preferably have extensive experience in managerial process improvement and implementation, experience in housing, urban and rural planning, working with federal and state agencies, the ability to utilize current technologies and possess significant innovative skills.

#### AGENCY APPROVAL

Signature of Appointing Authority or Designee

*Bradley R. Sweazy*

Print Name and Title of Person Signing this Request

Bradley R. Sweazy, Interim Executive Director

DATE

*4/4/22*

#### CONTACT INFORMATION (HUMAN RESOURCES)

NAME	Nakesla Blount	Phone Number	225-763-8896
EMAIL	nblount@lhc.la.gov		

## JOB DUTIES AND RESPONSIBILITIES

### ORGANIZATIONAL CHART MUST BE ATTACHED

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.

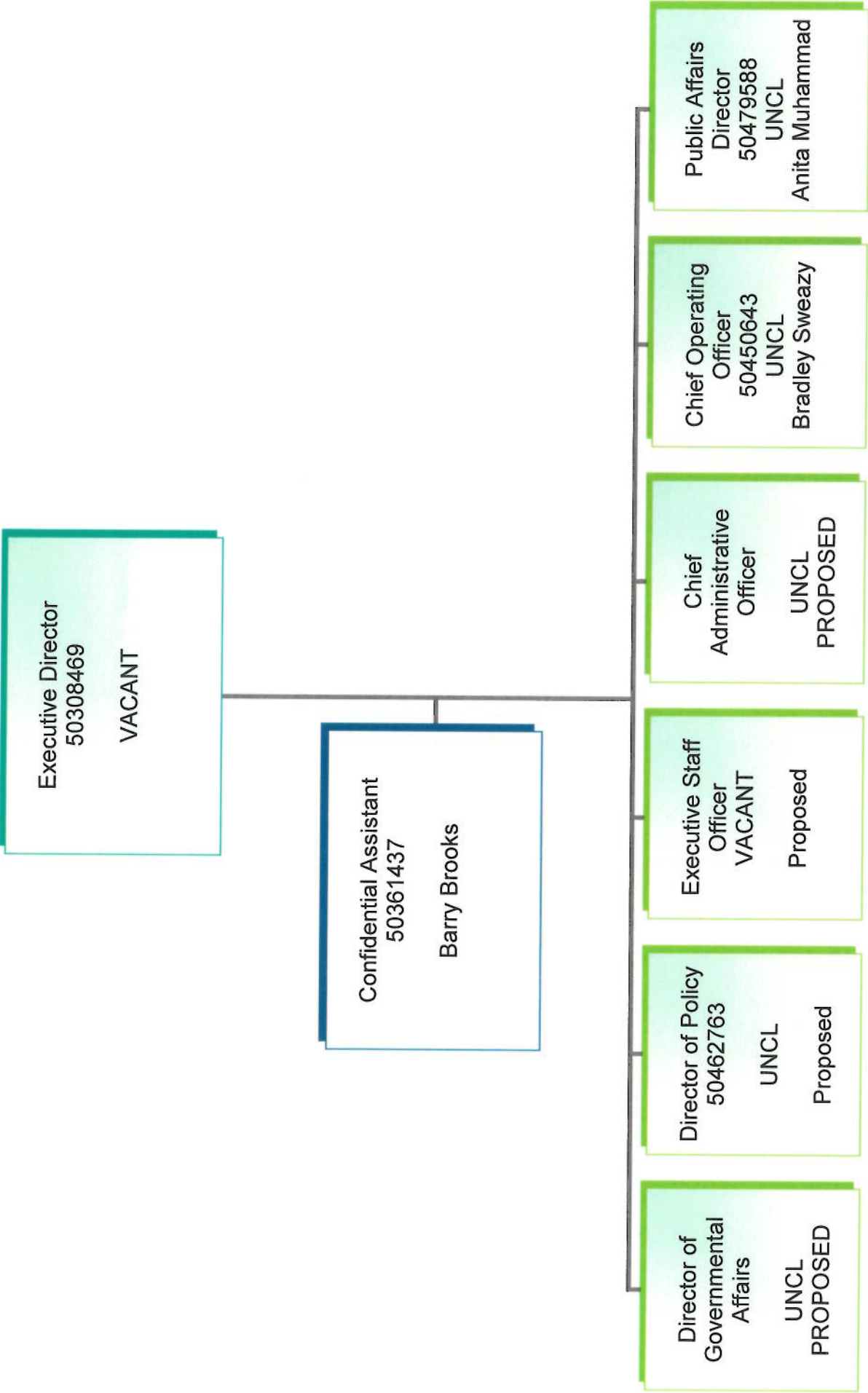
This position will direct the management and the Accounting activities for the Louisiana Housing Corporation (LHC) under the leadership of the Executive Director.

95%

- Directs and coordinates the work activities for the Accounting, Legal, and Human Resources, and any other administrative support functions for the LHC, including all satellite offices.
- Develops, directs the development of, or reviews current and long-range programs, plans and policies for the LHC, identifying and resolving areas of conflict.
- Meets with the Governor, legislators, state officials, officials of other state agencies, staff members of other divisions, professional organizations, vendors, bond counsel, financial advisor, investment bankers, the Governor's Office, local public officials, and other state housing and community development officials on matters relating to management and finance of the LHC or as directed by the Executive Director.
- Reviews and revises budget recommendations for capital outlay, personnel services, equipment and materials, supplies and service contracts for the department.
- Provides administrative and technical direction to the various program administrators.
- Conducts staff meetings and conferences with division directors to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.
- Coordinates or directs special projects or reports relating to management and finance. Reviews current and long-range programs, plans and policies for the Department of Civil Service and identifies areas of conflict, prepares revisions to enhance operations, and prepares reports of recommendations.
- Prepares or directs the preparation of regular and special reports as required or desired relating to the LHC's programs.
- Prepares and reviews correspondence on complex and sensitive matters affecting the LHC.
- Participates in LHC general corporate activities relating to strategic goal setting and other administrative matters.

5%

- Other duties as assigned.





Louisiana Housing Corporation – Chief Administrative Officer

04/2022

