

DEPARTMENT OF STATE CIVIL
SERVICE
P.O. BOX 94111-CAPITOL
STATION
BATON ROUGE, LA 70804-9444

UNCLASSIFIED POSITION AUTHORITY
APPROVAL

Form Est: 01/2017



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50643296
Multiple position numbers:	No



Unclassified Authority Action:	Commission Approved 4.1(d)2 New Position Established
Official Unclassified Job Title:	DIRECTOR
Job Code:	503820
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:	Director of Governmental Affairs new position number 50643296



Log Number:	189078
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

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

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

TYPE OF REQUEST	
<input type="checkbox"/> DIRECTOR APPROVED [4.1(d)1] 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 (Commission approval required) ADDITIONAL HOURS REQUESTED	<input checked="" type="checkbox"/> COMMISSION APPROVED [4.1(d)2] <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
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 10/28/2015	CURRENT POSITION NUMBER(S) 50462664	NUMBER OF POSITIONS 1	
JOB TITLE Director of Governmental Affairs	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) Applies to Director Approved [4.1(d)1] Positions Only 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?
The incumbent must have the ability to be an effective representative in the state and federal legislative bodies; knowledge of all pertinent State, Federal and local laws, codes and regulations with respect to the Housing Initiatives as well as LHC legislative actions. Must possess management skills to analyze programs, policies and operational needs; must have knowledge of principles and practices of policy-making

and implementation, program development and administration, principles and practices of government financing , budgeting and accounting. Prior Legislative and Legal experience in State and Federal agencies. The incumbent in this position spends the majority of their time working with elected and governmental officials in order to represent the LHC and the Housing Commission. Therefore this role includes some activities that are prohibited in the classified service.

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.

AGENCY APPROVAL

Signature of Appointing Authority or Designee

Bradley R. Sweazy

DATE

Print Name and Title of Person Signing this Request

Bradley R. Sweazy, Interm Executive Director

4/14/22

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.

100%

- Researches and monitors government activities that could affect the organizations business and clients.
- Assists senior management and leadership with strategic planning for known and potential regulatory activities related to the business and industry.
- Support LHC's government relations goals by lobbying at federal, state, and local level.
- Build coalitions and expand relationships with key decision-makers, policymakers, and federal, state and local elected officials.
- Participate in the development of policy positions, strategies, and execution of tactics to influence state and federal legislative activity.
- Inform, coordinate and mobilize member company's participation in grassroots advocacy efforts to achieve industry's government relations goals.
- Collaborate with the CAO and Executive Director in support of any requests or inquiries from LHC's Committees.
- Develop and coordinate the materials needed to effectively advocate LHC's legislative positions.
- Testifies before government committees in support of the organization and/or industry.
- Introduces legislative and public policy changes that will support company operations.

