

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308471

Allocation Action:	Reallocated Up
Official Allocation:	ADMIN COORD 3
Job Code:	168060
Pay Level:	AS-609
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	05/16/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	157561
Consultant:	SLP
Supervisor:	PDA



STATE CIVIL SERVICE

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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 0A04	POSITION NUMBER 50308471
CURRENT PAY LEVEL AS607	CURRENT OFFICIAL JOB CODE 168050
REQUESTED PAY LEVEL AS609	REQUESTED OFFICIAL JOB CODE 168060

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

ADMINISTRATIVE COORDINATOR 2

REQUESTED OFFICIAL JOB TITLE

ADMINISTRATIVE COORDINATOR 3

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER 50535404	COST CENTER NUMBER /FUND	WORK PARISH EBR	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

NYKEIA GAINES

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

ADMINISTRATIVE PROGRAM DIRECTOR 2

DIRECT SUPERVISOR'S POSITION NUMBER

50468924

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

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) E. KEITH CUNNINGHAM EXECUTIVE DIRECTOR PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 5/15/19	<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 is a non-paid ISIS Agency with a total of 135 positions.

45% The Administrative Coordinator serves as the receptionist for the Corporation. Daily screens incoming telephone calls. Refers visitors, vendors, contractors, to appropriate staff. Monitors the Corporation's daily meeting calendar, directs scheduled appointments to appropriate meeting rooms, maintains and updates front desk protocol book. Updates the SharePoint employee staff directory as staff relocations and programs change.

35% Reconciles all fleet expenditures by entering receipts into the electronic fleet database on SharePoint. Trains new end users on SharePoint for the vehicle mileage recording and vehicle request processes. Ensures all mileage computation required for auditing purposes on fleet for all LHC locations is captured. Schedules all vehicle requests for all LHC travel. Coordinates vehicle usage and availability of the requests on SharePoint Calendar.

Prepares quarterly gas reconciliation reports for submission to Accounting. Ensures all vehicles are returned to the fleet and reassigned timely. Maintains hard copies of vehicle mileage and inspections as required by ORM.

15% Assist with Mail Room and Document Management as needed.

5% Performs other duties as assigned.

