

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50313691

Allocation Action:	Reallocated Down
Official Allocation:	ADMIN COORD 4
Job Code:	168070
Pay Level:	AS-611
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	06/02/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	191596
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

## POSITION DESCRIPTION

Form Revision Date: 11/2016

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 GROUP☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE  0A04	POSITION NUMBER  50313691
CURRENT PAY LEVEL  TS303	CURRENT OFFICIAL JOB CODE  163200
REQUESTED PAY LEVEL  As611	REQUESTED OFFICIAL JOB CODE  168070

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

IT EQUIPMENT OPERATOR 3

REQUESTED OFFICIAL JOB TITLE

Administrative Coordinator 4

## 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
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST VACANT	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 / FACILITIES MANAGEMENT / QUAIL / EBR		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) <i>Joshua G. Hollins</i> Executive Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 6/1/22	<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 incumbent manages and tracks the corporation's documents and coordinates the daily archive support for LHC's document management files. The incumbent is the sole document management employee for the agency.**

80% Scans, images, organizes, and maintain documents according to a pre-determined retention schedule. Ensures that the programs adhere to the retention schedules that were provide by the program personnel. Documents the contents of the files, makes sure that they are properly labeled, and that a disposal date has been determined.

Controls the storing, tracking and management of the agency's records.

Fulfill record retrieval request and assist with file migration.

Maintains and makes reasonable adjustments necessary to maintain scanning equipment.

Manages the control, security, accessibility, and timeliness of the corporation's documents.

Assists in the development and enforcement of documentation design, review, and storage guidelines.

Maintains the retention schedule for the entire agency. Ensure that all departments adhere to the schedule. Ensure that documents are disposed of in a timely manner.

Ensures that the corporation's documents go through an approval process before being stored. Ensures that the documents are approved for disposal before they are disposed. Ensures that the documents are disposed of in a timely manner according to the retention schedule.

Assist employees with training on the record retention.

Assist in periodic document reviews and training processes.

10% Manages the retrieval and re-stocking of documents and ensures the documents are properly returned and documented by the off-site storage facility.

Provides assistance to LHC personnel in retrieving scanned and/or stored documents.

Manages the corporation's documents through the lifecycle of the documents.

Ensures that document management internal controls are in place and functional.

Coordinator for safety meetings and related documents needed for compliance audit.

5% Manages corporation property surplus.

Drafts and maintains the Quarterly Safety Reports.

Provides assistance to Administrative Coordinator 3 (Purchasing and Mail Coordinator) and Administrative Coordinator 1 (Receptionist and Vehicle Reservation).

Provides assistance with fleet vehicles maintenance scheduling.

5% All other duties as assigned.





Louisiana Housing Corporation – Facilities Operations

05/2022

Admin Prog Director 3  
50477810  
Nakesla Blount

Facilities Operations  
Admin. Program Mgr. 2  
50468924  
Juon Wilson

Admin Coordinator 3  
50308471  
Nykeia Gaines

Admin Coordinator 4  
50308603  
Marva Perkins

Maintenance  
Repairer 1  
50535367  
Oscar Scott, Jr.

Administrative Assistant 4  
50313691  
VACANT