

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50561180

Allocation Action:	Affirmed
Official Allocation:	HR SPECIALIST
Job Code:	170960
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/30/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	180702
Consultant:	CDU
Supervisor:	JLR



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 POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50561180

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

Human Resources Specialist

CURRENT PAY LEVEL

AS-617

CURRENT OFFICIAL JOB CODE

170960

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

50025983

COST CENTER NUMBER /FUND

WORK PARISH

East Baton Rouge

PERSONNEL SUBAREA

5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST

Ackoury, Evelyn

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Nakesla Blount

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation - Human Resources

HUMAN RESOURCES TELEPHONE

(225) 763-8896

OFFICIAL TITLE OF SUPERVISOR

Human Resources Director A

DIRECT SUPERVISOR'S POSITION NUMBER

50308483

HUMAN RESOURCES EMAIL

nblount@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

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

6/30/21

☒ I certify that I agree with this document.☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

APPOINTING AUTHORITY (Required)

DATE

06/30/21

☒ I certify that I agree with this document.☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

Bradley Sweazy

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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 in this position serves as the sole Human Resources staff position at the Louisiana Housing Corporation (LHC). The incumbent is responsible for the day-to-day operations of Human Resources activities and for managing the Employee Benefits Program, Position Management, the Employment Program, Retirement, Onboarding and Orientation, Separations, the Performance Evaluation System, Employee Activities, and Classification and Pay.

60% Personnel Administration

Processes the full range of personnel actions needed to complete appointments, salary adjustments, promotions, demotions, disciplinary actions, separations, etc.

Enters all personnel actions and maintains all personnel and organizational changes in the LaGov HCM system. Verifies accuracy of information and makes needed corrections. Manages organizational information in LaGov HCM.

Advises managers and employees regarding the State Civil Service system's classification and compensation, policies, rules, and structure. Discusses the interpretation and application of Civil Service pay rules with supervisors.

Reviews special pay requests for individuals under Civil Service Rules to include: Optional Pay Adjustments, Extraordinary Qualifications/ Credentials, Rewards and Recognition, and other available pay rules. Makes recommendations on pay requests to Human Resources Director.

Computes pay changes for promotions, details, optional pay, demotions, market rate adjustments, and any other pay activities. Computes service time of employees as required. Computes leave earning dates, adjusted service dates, and company service dates.

Provides documents internal or external, to employees or supervisors to affect personnel changes or changes in personal information.

Manages the processes and notifications for the attainment of permanent status by probationary employees of LHC. Provides direction and procedures for supervisors to extend probationary appointments.

Manages the tracking of incumbent time in job appointments, WAE appointments, and details to special duties. Notifies management when temporary appointments are ending.

Manages the Student Worker process. Recruits, interviews, and hires student workers. Determines work assignments and trains. Ensures that students submit documentation verifying their full-time student status every semester.

Assists employees, supervisors, managers, directors, and program administrators with interpretation of Civil Service rules, federal and state laws, and LHC Human Resources policies. Provides documents related to LHC Human Resource policies, such as the Education Reimbursement and Grievance policies, to employees. Assists employees and provides instruction on how to complete and submit forms. Advises employee when there are time constraints.

Manages the Position Management Program. Establishes new unclassified and classified probationary, job, and WAE appointments. Works with supervisors to develop new and update current position descriptions. Reviews position descriptions for accuracy of organizational information. Contacts employees, supervisors, managers to elicit corrections or resolve minor conflicts in information presented. Review files on a routine basis and tracks updates to ensure that current descriptions are maintained for all positions in compliance with Civil Service rules. Researches history of positions and provides additional information as requested by Civil Service Classification and Pay to assist in making allocation decisions.

25% Reporting and Compliance

Compiles statistics and reports pay adjustments annually as required by Civil Service.

Processes documents relating to employment ensuring compliance, data integrity, and quality assurance are maintained in accordance with Civil Service rules and regulations, corporation policies and procedures, and federal and state laws. Assures appropriate documentation is maintained for all employees in compliance with record and retention policies.

Maintains updates on federal and state labor law postings. Assists LHC sections in maintaining compliance with related policies. Advises and trains LHC employees regarding the applicability and obligations of federal employment laws (FLSA, FMLA, ADA, and Title VII) and assists in the interpretation and administration of those laws.

Complete any adhoc reporting as requested by internal or external stakeholders.

Assist the HR Director is compiling and composing the agency's annual AAP report.

10% Performance Evaluation System (PES)

Administers the PES including reporting statistics to Civil Service. Trains managers on the effective use of the PES program and advises managers regarding performance management. Trains supervisors on the use of LHC internal evaluation document.

Ensures that Planning documents are completed for new employees within the Civil Service time limits.

Tracks to ensure that quarterly interim discussions are being conducted for all classified employees. Assists supervisors with completing PES documents and Interim Discussion documents. Recommend any Performance Improvements Plans to the HR Director and coordinates the meeting between HR and leadership.

Ensures that PES forms are completed properly and timely. Provides notification of deadlines for completion of appraisal process and follows up to ensure target dates are met. Ensures that employees know how to address a rating they wish to appeal. Gathers statistics and reports to Civil Service as required.

5% Other Duties

Provides back-up assistance for other Human Resource programs.

Performs any other duties as assigned.

Louisiana Housing Corporation – Human Resources

06/2021

Interim Executive
Director
50308469
Bradley Sweazy

HR Director A
50308483
Nakesla Blount

