

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50368908

Allocation Action:	Affirmed
Official Allocation:	HR ANALYST C
Job Code:	170820
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	04/01/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	188993
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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
0A04POSITION NUMBER
50368908CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Human Resources Analyst CCURRENT PAY LEVEL
AS-615CURRENT OFFICIAL JOB CODE
170820REQUESTED OFFICIAL JOB TITLE
Training & Development Program ManagerREQUESTED PAY LEVEL
AS-617REQUESTED OFFICIAL JOB CODE
161880

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

ORGANIZATIONAL UNIT NUMBER
50028953WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY
☒ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Joseph, Natasha L

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Nakesla Blount

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Quail/Human Resources

HUMAN RESOURCES TELEPHONE

(225) 763-8896

OFFICIAL TITLE OF SUPERVISOR

Administrative Program Director 3

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

☐ 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

☒ 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.

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 Training and Development Program Manager is responsible for improving the productivity of the corporation's employees. This position assesses corporation-wide developmental needs to drive training initiatives and identifies and arranges suitable training solutions for employees. This position actively searches, creatively designs, and implements effective methods to educate, enhance performance and recognize performance. The Training and Development Program Manager will focus on employee development, communication, recruitment, and retention. Due to corporation's growth and the increased responsibilities of the Administrative Program Director 3, this position will address these foci and support the growth of LHC's staff.

65% Employee Development Program

Develops and administers the Employee Development Program for the Louisiana Housing Corporation. Serves as the Skillsoft/Percipio Learning Administrator for the corporation's learning management system (LMS) accessing analytics determining staff and departmental engagement with the system. Provides technical leadership and support of the corporation's LMS through the understanding of the course build process, assignments, report generation, data consistency, integrity, accurate application administration, administrator training, and end user support. Responsible for the design, development, implementation, delivery, and maintenance of resources used in Skillsoft/Percipio. Collaborate with Skillsoft/Percipio to address and resolve LMS issues. Document all training and development activities that are not tracked by the State Training System is tracked with the electronic record. Establishes a position training record for each individual position by conferring with the supervisor for each position.

Serves as the CPTP Coordinator. Develop, implement, and maintain an electronic training record for each employee. Ensures employees are complying with all mandatory training requirements, continuing education for certifications and licensures, and CPTP Supervisory Training. Monitors annually and communicates with supervisors regarding employees who have not successfully completed all the required and optional training according to the position training record to be considered for the employee's Performance Rating. Identifies Civil Service minimum requirements for the position, certifications required by LHC to perform job responsibilities, mandatory State training requirements, technical training necessary to perform job tasks, continuing education units necessary to maintain certification and licensure, behavioral management classes required by LHC, annual conference education, and other non-mandatory skills or behavioral development that the supervisor may require for the position. Establishes deadlines by which each development activity would need to be completed. Verifies the employee training record with the position training record.

30% Recruitment and Retention

Lead recruiting efforts to meet the various staffing goals within the corporation by posting and completing the hiring cycle in La Careers. Stay up to date on NeoGov La Careers recruiting and retaining diverse talent. Participate in the selection process including pre-screening eligible application materials and candidates, participating as part of interview team. Use appropriate tracking tools to measure recruitment efforts and assist with the completion of EEO reporting. Develop and maintain ongoing and engaging diverse social media presence for the purposes of recruitment of external applicants. Support new employee orientation and/or on boarding. Conduct exit surveys and interviews. Facilitates hiring managers' recruitment participation and provides interview training and best practices. Based on the recommendation made by hiring manager to HR administrator, drives the offer process from the offer presentation, conditional releases, welcome communication and finally the new employee orientation.

5% Other Duties

Performs any other duties as assigned.

Louisiana Housing Corporation – Human Resources

08/2021

