

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50618311

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

Log Number:	180701
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

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

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

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

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

Human Resources Specialist

AS-617

170960

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

ORGANIZATIONAL UNIT NUMBER
50025983

COST CENTER NUMBER /FUND

WORK PARISH
East Baton RougePERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

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

Deniece Ackoury

50561180

Human Resources Specialist

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 LEAVENUMBER 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)

BRADLEY R. SWEAZY
LHC Interim-Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

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.

Incumbent executes all aspects of the benefits program including retirement, medical insurance, and FMLA. Maintains all documentation, procedures, and manuals for program area. Enters all retirement related information into the appropriate system, including but not limited to LaGov HCM, OGB, LASERS, and SAGE. Tasks are carried out in accordance with established agency, Civil Service, State and Federal rules, program administrator guidelines, procedures, common HR principles and standards. Performs all tasks under the broad supervision of an HR Director.

40% Insurance Administration

Acts as liaison between the agency, employees, retirees and OGB.

Individually advises employees and retirees on all options available to them regarding group Insurance, supplemental insurance, and flexible spending accounts.

Answers questions and resolves problems for employees, retirees, OGB, as well as for individual service providers.

Verify enrollment forms submitted by employees, enter enrollment information into E-enrollment system, and verify that enrollment information transfers accurately into Sage (internal payroll system), resulting in the correct premium amount being deducted from employee paychecks.

Coordinate annual enrollment events.

Prepares administrative error letters.

Research and correct the OGB monitoring report.

20% Retirement Administration

Acts as a liaison between LHC, agency employees, LASERS and TRSL.

Attends LASERS Open Forum meetings.

Advises employees and supervisors/managers on retirement and Deferred Compensation.

Ensures that all employees are enrolled in the appropriate retirement plan with the correct contribution being deducted from their paycheck. Work with payroll to update the annual changes to contribution rates. Corrects any errors found.

Determines the employee portion of insurance premiums after retirement and advises employees regarding how to pay insurance premiums while waiting for LASERS to begin deducting the premiums from the retirement check.

Advises employees on the OGB retirement vesting schedule and verify all coverage information with OGB prior to processing retirement.

20% Continuous Improvement and HR Metrics

Identifies, collects and reports on various HR related metrics for presentations to agency executive team. Communicates with stakeholders on possible methods for improving service delivery and results.

Runs arrears reports to identify any employees who may be in arrears on life and/or health insurance. Set up payment plans when applicable.

Reconciles the monthly invoice from OGB and the Flexible Spending Reconciliation and prepares monthly voucher. Requests approval from the Fiscal Director and supervisor to pay the agency insurance premiums to OGB. Research and resolve any issues on the OGB monitoring report.

15% FMLA Administration and Compliance

Administers, and ensures agency's compliance with the Family and Medical Leave Act (FMLA), providing guidance and assistance to management and employees regarding eligibility and rights under the Act.

Advises agency management on myriad of FMLA situations and makes recommendations on the handling of these situations.

Works independently to ensure compliance with this complex law and consistency in practice throughout the Agency.

Reviews certifications and completed forms when questions are raised regarding eligibility and authenticity.

Performs audits independently throughout the agency and meets with agency management and supervisors to inform them of audit results and of any detected trends and immediate actions to take.

Performs training on FMLA and any revised provisions especially as it relates to "military FMLA" or any areas of FMLA that consistently raises questions.

Counsels agency management and employees on FMLA issues before employees turn to the Department of Labor and/or before taking legal action. Recommends and adopts best practices related to the administration of FMLA.

5% Miscellaneous

Provides backup assistance for other Human Resources programs.

Provide other job-related duties as needed including but not limited to emergency/disaster and employee engagement activities.

Louisiana Housing Corporation – Human Resources

06/2021

