

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50376137

Allocation Action:	Affirmed
Official Allocation:	ADMIN ASST 4
Job Code:	168030
Pay Level:	AS-611
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	10/31/2018
Position Audited:	No
Audit Date:	
Comments:	Date of signature is 10/30/2018

Log Number:	151523
Consultant:	KMJ
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 05/2016

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

50376137

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

Administrative Assistant 4

CURRENT PAY LEVEL

AS-611

CURRENT OFFICIAL JOB CODE

168030

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
50464677

COST CENTER NUMBER /FUND

WORK PARISH

East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☒ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☒ NON-EXEMPT ☐ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Owens, Anita

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Louisiana Housing Authority / Mid-City

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Deputy Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50465486

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
Tanettra Bell	50308482	Administrative Assistant 4 / LHC
Anita Owens	50376137	Administrative Assistant 4 / LHC

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

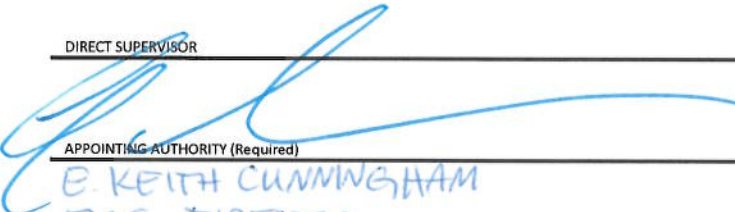
☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

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)


E. KEITH CUNNINGHAM
EXEC. 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.

- 25%** Relieves the Housing Finance Deputy Administrator of a variety of administrative matters by assuming delegated authority in assigned areas. Prepares correspondence related to administrative actions. Relieves the director of minor and/or routine administrative matters, which includes issuing directives to others on his/her behalf. Makes travel arrangements to attend meetings, conferences, seminars and workshops. Using self-initiative and knowledge, prepares and distributes materials necessary for travel. Creates and implements routine administrative procedures such as routing slips, travel requests and authorizations.
- 25%** Interprets departmental policies and procedures for staff members and the public. Reviews correspondence, receives telephone calls related to the most sensitive and confidential matters, and determines the appropriate action. Conducts and/or supervises special projects.
- 20%** Performs and supervises administrative support activities such as creating/maintaining files and central records, printing and duplicating services, security, purchasing of supplies and equipment, warehousing, and preparation of payroll and personnel records.
- 10%** Serves as executive support to department advisors and decision-makers, including administrators, board members, council members and committee members.
- 10%** Prepares materials needed for meetings; such as agendas, handouts, binders, etc. Attends meetings, takes meeting notes and transcribes them into minutes.
- 10%** Performs any other duties as assigned.

10/2018

