

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50466998

Allocation Action:	Affirmed
Official Allocation:	ADMIN PROG SPEC B
Job Code:	168100
Pay Level:	AS-614
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/10/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	149894
Consultant:	KCW
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION
DEPARTMENT OF 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 POSITION

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50466998

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

Administrative Program Specialist B

CURRENT PAY LEVEL

AS-614

CURRENT OFFICIAL JOB CODE

168100

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
LeBlanc, Aimee

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 Manager

DIRECT SUPERVISOR'S POSITION NUMBER

50482086

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

☐ 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.

E. KEITH CUNNINGHAM, EXEC DIRECTOR

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.

This position is in the Louisiana Housing Authority department. In addition to the regular responsibilities, this position is designated as essential staff in time of disaster. In this regard, the incumbent in this position must respond to emergency situations, including flooding, hurricanes, or other emergency event declared by the state. The incumbent may be required to work long and additional hours off-site, including state, federal or non-profit organized shelters. In time of disaster, work may be required away from primary office location for an extended period.

55% Programmatic

Serves as the liaison with the Louisiana Housing Authority (LHA) partners including, state and federal, local lead agencies, and Continuum of Care agencies.

Responsible for the LHA oversight and monitoring. Plans and coordinates the program monitoring to contractor and provides information necessary to clearly define program expectations.

Maintains records, reports, and conducts correspondence related to the assigned program. Responds to inquiries related to the program.

Conducts on site monitoring review of programs to ensure compliance with local, state and federal guidelines. Completes monitoring reports in a timely manner, and follows up as required on all corrective action plans.

30% Budget

Works with the fiscal officer of the contractor, including the reviewing of the adequacy of the financial management system of contractors. Reviews invoices submitted for reimbursements and approve for payment. Coordinates with contractor when additional documentation is required.

Determines if cost is reasonable including allowable and allocable. Ensures internal controls and accountability are being maintained. Maintains current financial information as related to provider budget.

10% Training

Attends all trainings to advance knowledge and understanding of grants as related to federal funding.

Assist in the statewide training of contractors and subcontractors for the programs.

Provides ongoing technical assistance to existing providers and train any new providers.

Attend and represent the agency at community meetings, training and conferences related to homeless issues.

5% Performs any other duties as assigned.

