

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50478423

Allocation Action:	Affirmed
Official Allocation:	EMO
Job Code:	173450
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/07/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	192959
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  
50478423CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
EXECUTIVE MANAGEMENT OFFICERCURRENT PAY LEVEL  
AS618CURRENT OFFICIAL JOB CODE  
173450

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  
50464677WORK 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  
KELLY HOGAN

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT - OFFICE - DIVISION

LOUISIANA HOUSING CORPORATION / HOMELESSNESS SOLUTIONS

HUMAN RESOURCES TELEPHONE  
( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE DEPUTY ADMINISTRATOR

DIRECT SUPERVISOR'S POSITION NUMBER  
50465486HUMAN 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)

Joshua E. Hollins  
Executive Director

DATE

7/7/22

☒ 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.

### EXECUTIVE MANAGEMENT OFFICER

- 40% - Direct and oversee the overall management of the Continuum of Care (CoC) Louisiana Permanent Supportive Housing Initiative (LAPSHI) program of \$13.2 annually, providing over 1,200 tenant based rental subsidies annually.
  - Oversees the annual contracting management and negotiations for 3 Regional Subsidy Administrators and the active oversight and provides ongoing technical assistance.
  - Develops and allocates annual budgets, develops and implements policies and procedures. Creates a strategic work plan for Subsidy Administrators to maximize the allocation and subsidy.
  - Reviews LAPSHI requests for payments on a monthly basis from the Subsidy Administrators for programmatic and budgetary compliance.
  - Oversees fiscal budgeting and conducts forecasting analysis to ensure efficient spending across each Subsidy Administrator as well as the overall statewide LAPSHI.
  - Completes budget revisions, and ensures LHC operates within the annual budget allocations.
  - Conducts quality control reviews quarterly of LAPSHI rental assistance files and Subsidy Administrator financial management.
  - Oversees all program performance management activities including the timely preparation of all program reports including the annual performance reports required by HUD for the LAPSHI program.
  - Develops and regularly updates and implements statewide policies and procedures as well as program forms and tools for the LAPSHI program ensuring these program policies reflect current HUD policy guidance. Develops long term programmatic goals and oversees the implementation.
  - Maintains the flow of information between HUD, the COC and the Subsidy Administrators.
  - Oversees and manages the provision of regular staff training for Subsidy Administrators to ensure compliance with federal and state program requirements as well as effective program management to ensure positive tenancy outcomes for program participants.
  - Coordinates with the Louisiana Department of Health (LDH) executive staff to ensure the coordination of necessary services and tenancy supports are provided to program participants statewide.
  - Completes bi-annually monitoring of the subsidy administrators, for programmatic and fiscal compliance.
  - Performs all essential functions in the YARDI Voyager Housing management and accounting system housing-related to eligibility and rental assistance payments. Including training the subsidy administrator's new employees on the system and providing refresher training as requested.

- 15% - Oversees and coordinates the annual competitive CoC annual renewal application process with the LAPSHI's Subsidy Administrators program to ensure timely, thorough application submission to the US Department of Housing and Urban Development (HUD).
- 15% - Leads and coordinates all executive level communication and liaison with all internal and external partners including the LAPSHI's Subsidy Administrators, LDH, local supportive service providers, rental property owners and program participants/tenants. In addition, represents the LHC in an executive, leadership capacity on the New Orleans CoC Governing Board.
- 10% - Represents the LAPSHI program at all federal and state trainings to ensure an up to date understanding of the federal and HUD program requirements. As required, coordinates and prepares special reports, grant amendment requests and budget revision requests and reporting relating to program management with HUD. Reviews and analyzes quarterly reports from LAPSHI rental assistance subsidy administrators.
- 10% - Provides and coordinates the provision of on-demand technical assistance to the LAPSHI rental assistance subsidy administrators to ensure effective management and administration of tenant-based rental housing subsidies statewide in support of the permanent housing initiative.
- 5% - Organizes and coordinates the activities of LAPSHI advisory board to provide executive level, independent oversight to the LAPSHI.
- 5% - Performs other related duties as necessary.

