

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50465621

Allocation Action:	Affirmed
Official Allocation:	HOUS FIN MGR
Job Code:	163710
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	11/10/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	184645
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
50465621CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Housing Finance ManagerCURRENT PAY LEVEL
AS-619CURRENT OFFICIAL JOB CODE
163710

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

WORK PARISH

East Baton Rouge

PERSONNEL 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

Gordon Levine

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

Chawuna Jackson

50474233

Housing Finance Manager

Winona Connor

50482086

Housing Finance Manager

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

3

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.Bradley R. Sweazy
Interim Executive Director

12/19/21

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.

Under the broad direction of the Housing Finance Deputy Administrator for the Louisiana Housing Corporation/ Louisiana Housing Authority, the incumbent in this position is responsible for managing the operations of various housing and rental assistance services funded by general funds, entitlement funds from Housing and Urban Development (HUD) and other financial resources. Plans, facilitates, implements, and evaluates programs to support the effective coordination, collaboration, and delivery of the Continuum of Care (COC), the community-based homeless network. The incumbent will administer the COC and agency support for HUD reporting from the HMIS system.

30%- Develops and initiates strategic planning activities for the Homeless COC Board in maintaining the required plan(s) to end homelessness. Oversees the administration of programs that service the homeless, included, but not limited to, those developed and operated by LHC for the homeless COC. Facilitates agency-to-agency collaborations for improvements and innovations in service delivery to the homeless. Identifies gaps in services and assists with the planning and development of solutions and resources

25%- Complies and analyses performance measurements, management analysis, and special research studies and data. Supervises data collection and analysis efforts and makes recommendations involving strategic planning, management practices and policy development. Complies and prepares analytical reports. Complies data for statistics, reports, and responses to monitoring documents. Prepares and reviews reports regarding COC agreements and programs and makes presentation to the stakeholders, as well as, state and federal funding sources as required.

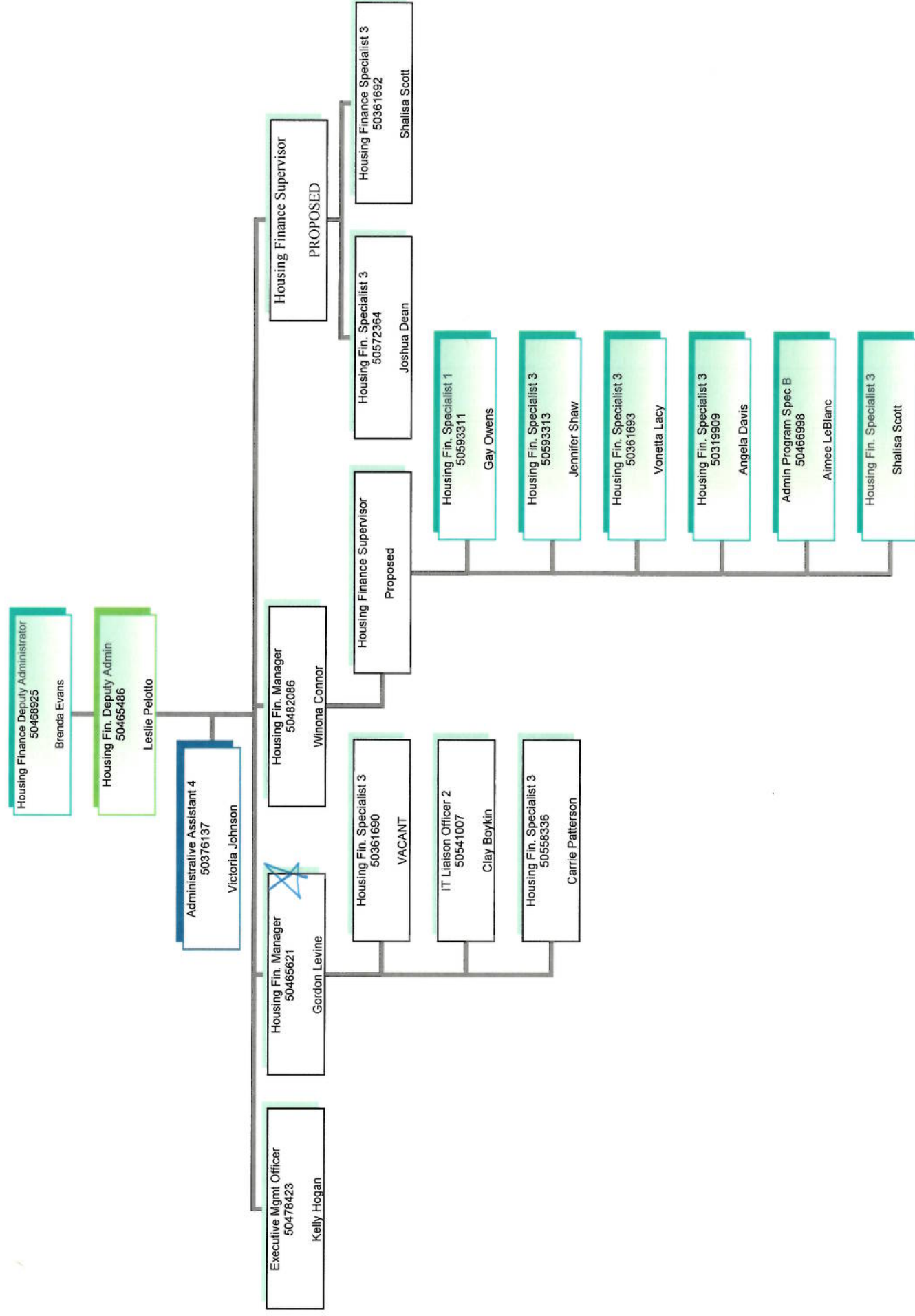
25%- Researches and analysis best practices at the state and national level that will improve housing programs for the homeless. Identifies local resources and stakeholders critical to the development, design, and success of housing and homeless programs. Advises and assists internal and external housing and planning staff in the development of their programs. Prepares slide preparations, agenda items, and requests for proposals and oversees and tabulates the evaluation and ranking of COC applicant responses based on selection criteria.

10%- Designs and develops homeless prevention and housing programs for the homeless. Develops performance measures and benchmarks for COC programs. Plans and facilitates continuing education and training opportunities for service providers and case managers.

10%- Works with consulting COC service providers to develop and complete the annual application in response to HUD's Notice of Funding Opportunity (NOFO) COC competition. Provides guidance and interpretation of COC HUD regulations/guidelines, contract language, procurement policies, and procedures. Evaluates and monitors the contractual performance and compliance obligations of the COC's service agreements. Performs any other duties as assigned (such as: Essential assignment for disaster response, etc.).

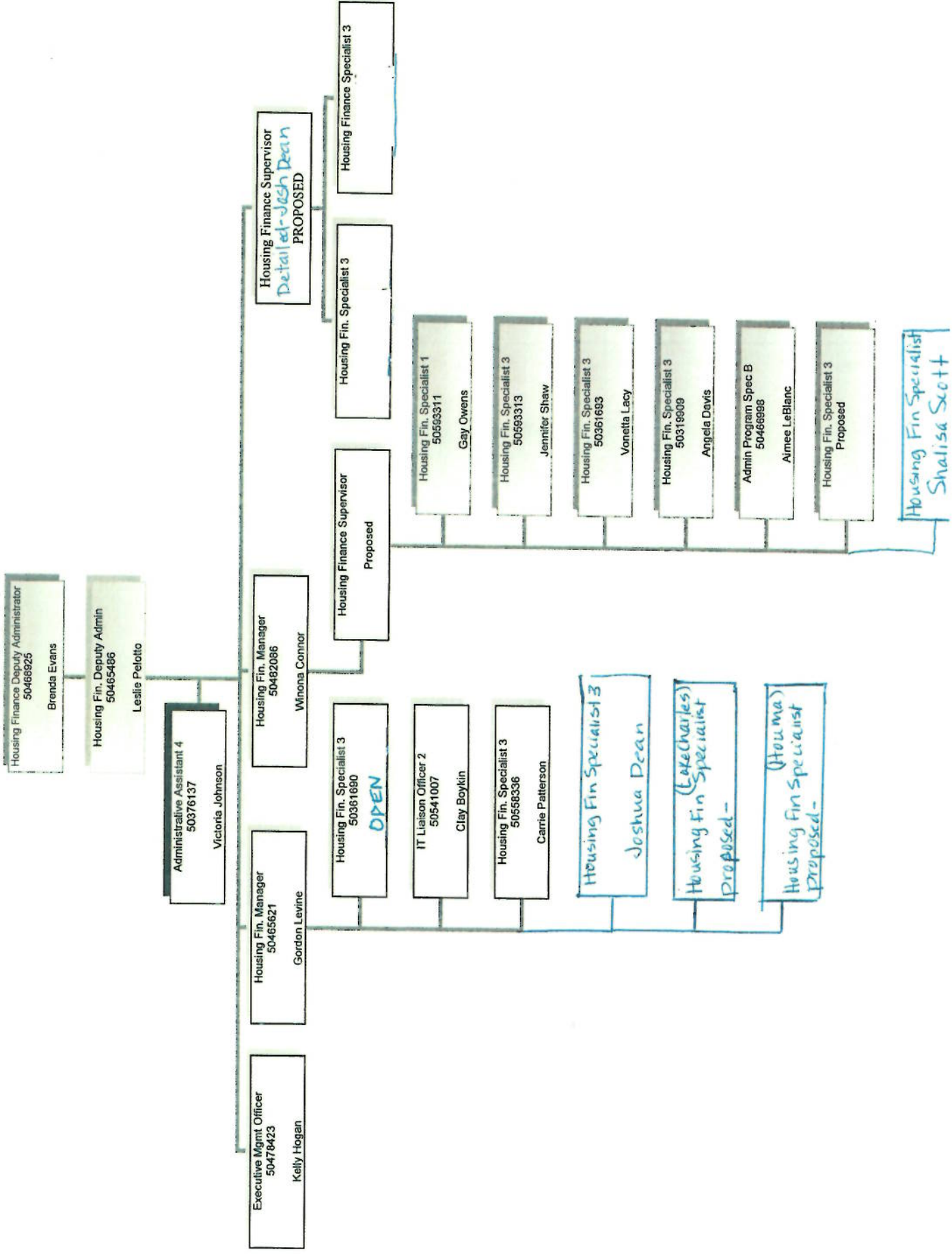
Ability to represent the LHC/LHA in a professional and effective manner. Ability to manage and interpret statistical data, formulate recommendations and write reports. Ability to present technical information clearly and logically. Ability to communicate effectively with diverse groups of individuals utilizing tact and diplomacy. Ability to operate personal computer and basic office equipment. Ability to establish and maintain effective working relationships with elected/appointed officials, department heads, state and parish employees, co-workers, outside agencies, vendors, service providers, contractors and the general public.

10/2021



Louisiana Housing Corporation – Homelessness Solutions

10/2021



10/2021

