

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50482086

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:	11/24/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	184979
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

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
50482086CURRENT 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
50025984WORK PARISH
East Baton RougePERSONNEL 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

Connor, Winona

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/LHC
Gordon Levine	50465621	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

6

NUMBER OF DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required) ☒ Duties / Responsibilities (required) ☐ Comments ☐ MID Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required) <i>Brady R. Sweeney</i> Interim Executive Director	DATE <i>4/28/21</i>	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> 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.

This position serves as an advanced level professional receiving broad supervision from the Housing Finance Deputy Administrator. The Incumbent in this position works with state, federal, local, and private sector organizations to provide management of homeless programs including, but not limited to, Emergency Shelter Grant (ESG), Section 811, HOME program (youth and food), Balance of Continuum of Care; Disaster Community Development Block Grants (CDBG), and Continuum of Care Rental Assistance. The incumbent must process a valid driver's license and have access to a personal vehicle.

15% Facilitation

Manages various federal and state multi-million dollar homeless and disaster relief programs. Coordinates efforts with non-profit, state, and federal organizations with these various programs. Works independently and with full responsibility for disseminating funds. Seeks guidance and approval when necessary.

Facilitates meetings; prepares agendas, initiates discussion topics. Responsible for meetings, trainings, conference calls, and federal, state, and LHC for all programs.

Serves as the coordinator for the Housing and Transportation Planning and Coordinating Commission – Louisiana Interagency Council on Homelessness.

25% Contracts and Budgets

Oversees the funding from federal funds distributed to statewide programs dedicated to providing services for homeless and/or disabled citizens in Louisiana. Manages the expenditure budgets for statewide local unites of government and sub-contractors who provide services for homeless and/or disabled Louisiana citizens. Oversees federal funds as related to performance indicators and reporting.

Manages the contracting process of Request for Proposal applications, guideline, development, and evaluations.

Participates in allocation determinations, cost reports, and budget revision. Reviews and approves budget proposals for grant processing. Manages the contract preparation and process through the LHC system.

20% Monitoring and Evaluation

Conducts on-site monitoring of local unites of government and homeless shelters for compliance with federal and state fiscal and programmatic regulations. Supervises the statewide implementation process for compliance with program guidelines and Homeless Information Management Systems (HMIS) performance reporting.

Provides oversight to the LHA staff in communications with local government partners and sub-contractors, forms site visit teams, and conducts site visits. Responds to site reports and monitors corrective actions.

Manages on-line monthly reporting of statistical, census, and service data. Provides outcome measures required by Department of Housing and Urban Development (HUD) contracts.

15% Supervision

Informs and trains staff including training in regulatory requirements. Monitors staff performance and provides feedback both formally and informally utilizing performance evaluations and discipline when appropriate. Approves leave and sets employees schedules. Interviews candidates and recommends hiring and separation of staff. Assigns work to subordinates and reviews and approves their work.

10% Research and Administration

Develops documents and spreadsheets for management of contracts. Analyzes the impact of federal and state legislation on homeless initiatives.

Implements changes to programs according to statistical research, legislation, or federal and state mandates. Maintains current information on emerging issues, current research, initiatives, and best practices. Coordinates the distribution of information and resources from LHC to other state, federal, and local and private sector organizations regarding homelessness during times of disaster.

Develops and implements policy and procedure related to federal programs for both internal and external providers of services to homeless persons.

10% Community Involvement

Participates in federal, HUD-specific and local meetings. Communicates with federal, state, local, and non-profit agencies for interagency collaboration of information

Represents LHC at state and local conferences and meetings. Establishes and maintains relationships with partner organizations who work to provide services, research, and information sharing on homelessness.

Provides training for contractors and sub-contractors as it relates to homelessness.

5% Technical Assistance

Develops training sessions for statewide community based non-profit organizations and local unity of government who provide services to homeless citizens. Provides assistance in the development of contractor and sub-contractor processes.

Conducts training seminars on eligibility requirements, federal regulations, fiscal management, and program resource capacity, in addition to other technical assistance to existing providers and new contractors, as required.

Performs other duties as assigned.

Louisiana Housing Corporation – Homelessness Solutions

10/2021

