

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50572364

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SPEC 3
Job Code:	170510
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	09/20/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182998
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
50572364CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
HOUSING FINANCE SPECIALIST 3CURRENT PAY LEVEL
AS615CURRENT OFFICIAL JOB CODE
170510REQUESTED OFFICIAL JOB TITLE
HOUSING FINANCE SPECIALIST 3REQUESTED PAY LEVEL
AS615REQUESTED OFFICIAL JOB CODE
170510

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

JOSH DEAN

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT - OFFICE - DIVISION

LOUISIANA HOUSING CORPORATION / HOMELESSNESS / MID-CITY

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE MANAGER

DIRECT SUPERVISOR'S POSITION NUMBER

50465621

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
DAVIS, ANGELA	50319909	HOUSING FINANCE SPECIALIST 3
VONETTA LACY	50361693	HOUSING FINANCE SPECIALIST 3

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	<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>Bradley R. Sweazy</i> Bradley R. Sweazy Interim Executive Director	DATE 9/20/21	<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.

The Louisiana Housing Corporation (LHC) is the Collaborative Applicant (e.g. lead agency) for the Louisiana Balance of State Continuum of Care (LABOSCOC). The LABOSCOC administers approximately \$20 million annually through HUD's Continuum of Care (CoC) Program; those funds provide housing and supportive services to people experiencing homelessness in the LA BOSCOC's geography, which covers approximately half of Louisiana and includes the cities of Baton Rouge, Lake Charles, and Houma-Terrebonne.

The incumbent in this position is responsible for coordinating all aspects of the LA BOSCOC, including those located in the Houma-Terrebonne and St. Bernard/Plaquemines Regions, under the supervision of the Continuum of Care Manager. Responsibilities include monitoring and providing technical assistance to CoC Program-funded projects, assisting Regions in developing their service provider networks, and supporting the work of other LABOSCOC staff in their areas of specialty.

- **45% Project Monitoring and Technical Assistance**

Monitors CoC Program-funded projects that are direct recipients of HUD.

Provides technical assistance to CoC Program-funded projects that are direct recipients of HUD.

Provides technical assistance to other homeless housing and services projects that operate within the CoC, including those funded by the Emergency Solutions Grant (ESG), Supportive Services for Veteran Families (SSVF), and Projects for Assistance in the Transition from Homelessness (PATH) Programs.

- **40% Continuum of Care Operations**

Supports the work of other LA BOSCOC staff employed by LHC in the areas of their specialty (e.g. the Coordinated Entry Specialist, HMIS Specialist).

Assists the Regions in developing their service provider networks by facilitating their quarterly meetings, conducting outreach to non-CoC member organizations, and providing first line technical assistance and information to service providers and stakeholders working to prevent and end homelessness.

Serves as first line staff support for several CoC governance committees, including the Written Standards and Membership and Rules Committees, by soliciting agenda items and creating agendas, scheduling and supporting the operation of meetings, and implementing those committees' decisions, including creating and modifying the policies and procedures that they govern.

Serves as first line project management for several CoC Program-funded projects at LHC, including the Options Villa and Maison des Ami projects.

Writes and reviews sections of the annual CoC Program collaborative application as assigned by the Continuum of Care Manager.

Assists in developing and implementing portions of the annual Point in Time (PIT) Count as assigned by the Continuum of Care Manager.

Produces training and informational content for homeless housing and service providers in the LA BOSCOC, including written content, presentations during meetings, and webinars.

Maintains the LA BOSCOC web presence, enabling accurate and timely dissemination of information, meeting invitations, and training opportunities to LA BOSCOC members and stakeholders.

- **10% Disaster Coordination:**

Develops and implements disaster response plans for homeless services communities, with a focus on the LA BOSCOC but including statewide responsibilities depending on the disaster.. Serves as the primary emergency responder at both the systems level and on the ground.

- **5% Other Duties as Assigned:** Performs other related duties as assigned.

08/2021

