

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50593311

Allocation Action:	New Position
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:	06/18/2020
Position Audited:	No
Audit Date:	
Comments:	Reason for the request is in direct response to the COVID response in regards to the CARES Act and additional HOME TBRA funding

Log Number:	170157
Consultant:	KLC
Supervisor:	ELM



Louisiana  
**SCS**  
State Civil Service

## 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](mailto: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

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

Housing Finance Specialist 3

CURRENT PAY LEVEL

AS-615

CURRENT OFFICIAL JOB CODE

170510

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

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

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
Angela Davis	50319909	Housing Finance Specialist 3/ LHC
Vonetta Lacy	50361693	Housing Finance Specialist 3/ LHC

### 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)  Edselle Keith Cunningham, Jr. LHC Executive Director	DATE June 16, 2020	<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.

### **45% Programmatic**

Serves as the liaison with the LHA partners including, state and federal, local lead agencies, including nonprofit agencies.

Manages the HOME Tenant Based Rental Assistance (TBRA) programs for LHA.

Maintains records, reports, and conducts correspondence related to the assigned program. Responds to inquires related to the program. Completes reports, in a timely manner, and follow up as required on all corrective action. Responds to inquires related to the program.

### **20% Data Entry**

Ensures all client level data is accurately entered into assigned database and updated as necessary.

Runs reports as needed.

### **20% Budget**

Works with the fiscal officer of the contractor, including the reviewing of the adequacy of the financial manage system of contractors.

Processes rental payments. Determines if cost is reasonable including allowable and allocable. Ensures internal controls and accountability are being maintained.

Maintains current financial information related to TBRA budget.

### **5% Training**

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

Assist in the statewide training of community partners for the programs.

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

Attends and represents the agency at community meetings, training and conferences related to homeless issues.

**5% Disaster Response**

This position is designated as essential staff in time of disaster, staff must respond to emergency situations, including flooding, hurricanes, or other emergency event declared by the state. 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.

**5%** Performs any other duties as assigned.



