

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50319909

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:	06/03/2021
Position Audited:	No
Audit Date:	
Comments:	Per agency this is position 50319909 as shown on org chart.

Log Number:	179794
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 0A04	POSITION NUMBER 170510
CURRENT PAY LEVEL AS615	CURRENT OFFICIAL JOB CODE 170510
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

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

HOUSING FINANCE SPECIALIST 3

REQUESTED OFFICIAL JOB TITLE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER 50464677	COST CENTER NUMBER /FUND	WORK PARISH EBR	PERSONNEL SUBAREA 5000
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EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST

Davis, Angela D.

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation-Louisiana Housing Authority

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE MANAGER

DIRECT SUPERVISOR'S POSITION NUMBER

50482086

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
CAROLYN MCQUAIRTER	50308499	HOUSING FINANCE SPECIALIST 3
SONJA ANDREWS	50372150	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)	BRADLEY SWEAZY via Delegation of Authority (attached)	DATE
 PRINT NAME AND TITLE OF APPOINTING AUTHORITY	BRADLEY R. SWEAZY Chief Operating Officer	 JUNE 02, 2021

DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF Orangeburg

BEFORE ME, the undersigned Notary, duly commissioned and qualified in the Parish and State aforesaid, personally came and appeared:

**JENNIFER VIDRINE, CHAIR
LOUISIANA HOUSING CORPORATION BOARD OF DIRECTORS**

who, having been duly sworn, did depose and say:

1. That she is Chair of the Louisiana Housing Corporation Board of Directors (the "Board");
2. That she does hereby delegate and authorize the appointing authority of the Louisiana Housing Corporation (the "Corporation") to Bradley R. Sweazy effective April 15, 2021 through such time as she and/or the Board determine that such appointment shall cease to be effective, to act as appointing authority, to sign all documents to the same effect as the appointing authority, including, but not limited to, the authority to take, initiate, approve, and sign formal disciplinary actions, take action and sign the documentation necessary to hire, promote, grant merit increases, and any and all other personnel actions involving any and all employees of the LHC and LHA; and
3. That she does hereby delegate the authority to Bradley R. Sweazy to sign contracts, agreements, and any and all other documents that bind the Corporation, and which are necessary to be signed during the effective period of this delegation of authority.

THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Ville Platte, Louisiana this 15 day of April, 2021.

WITNESSES:

[Signature]
WITNESS

[Signature]
**Jennifer Vidrine
Louisiana Housing Corporation Board of Directors
CHAIR**

[Signature]
WITNESS Barry E. Brooks

[Signature]
NOTARY PUBLIC

**GREGORY VIDRINE
BAR ROLL NO 32743
STATE OF LOUISIANA
MY COMMISSION IS FOR LIFE**

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.

60% Program

- Responsible for the oversight of the FY 12 Section 811 program and the new allocation FY 19 Section 811 program, including submission of the federal application, reporting, community outreach and agency coordination
- Contact administration: Identification/Solicitation of new properties, execution of the Agreement For Rental Assistance Contract (ARAC), Rental Assistance Contract (RAC), and recording of the Cooperative Use Agreement
- Competition of the Historical and Environmental Review for new properties
- Oversee, monitor and evaluates the administration of state and federal programs to ensure accountability and compliance with state and federal regulations
- Monitors and evaluates the implementation of an assigned in accordance with program rules and regulations
- Reviews proposed federal regulations pertaining to the specialized pragmatic areas to assess/evaluate the impact at the state and local level
- Researches, compiles and analyzes data relative to programs to evaluate federal, state and local resources
- Performs inter-agency coordination of activities with other state and local agencies that have shared or common goals
- Prepares and implements program changes in specialty areas when necessitated by changes in federal and state regulations for the agency and local governments. Provides ongoing technical assistance to existing providers and train any new providers.
- Conducts regional meetings, as a forum for sharing information, discussing topics related to housing, as well as any problems related to housing
- Prepares correspondence for complex and sensitive nature regarding areas of programmatic expertise
- Maintains the My Choice caseload; complete intake tasks, calculate rent, re-certifications, and payments
- Review and process payments for the CDBG-DR programs: Permanent Supportive Housing and Housing Supportive Katrina/Rita Grants 1 & 2

20% Budget

- Process payments/invoices for the Section 811 and CDBG programs; reviews and approves all request for reimbursements of expenditures of program funding by statewide agencies; coordinate with contractor when additional documentation is required
- Complies and submits Master Requisitions for the HOME TBRA and the My Choice rental assistance programs
- Works with the fiscal officer of the contractor, including the reviewing of adequacy of the financial systems and processes of the contractors
- Determine if costs is reasonable, allowable, and allocable
- Ensures internal controls and accountability are being maintained
- Maintains current financial information as related to provider budget
- Prepared federal reports as required

10% Training

- Attends all trainings to advance knowledge and understanding of federal regulations as related to assigned programs
- Provides technical assistance for the assigned programs; plans, organized and conducts workshops on a statewide level to provide technical assistance to agencies in receiving program specific funding. Prepares and implements program changes when necessitated by changes in federal or state regulations for the agency and local governments.
- Attends and represents the agency at community meetings, training and conferences related to assigned programs.

5% Disaster

- This position is designated as essential staff in time of disaster. Staff must respond to emergencies, 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% Other duties as assigned.

Louisiana Housing Corporation – Homelessness Solutions

05/2021

