

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50361692

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:	02/23/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	176806
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](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 POSITIONMAJOR AGENCY CODE &  
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50361692

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  
EBRPERSONNEL SUBAREA  
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

## 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 / HOMELESSNESS / MID-CITY

HUMAN RESOURCES TELEPHONE  
( 225 ) 763-8841

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

## 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

☐ 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)

Edselle Keith Cunningham, Jr.  
LHC Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

Feb.  
23,  
2021☒ 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.

## 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 a Rental Assistance program(s).

Maintains records, reports, and conducts correspondence related to the assigned program

Responds to inquiries related to the program

Completes reports, in a timely manner, and follow up as required on all corrective action

Responds to inquiries related to the program

### 20% Data Entry

Ensure 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 management system of contractors

Processing of rental payments

Determines if cost is reasonable including allowable and allocable

Ensures internal controls and accountability are being maintained

Maintain 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

Attend and represent the agency at community meetings, training and conferences related to homeless issues

### 5% Disaster

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% other duties as assigned.



# Louisiana Housing Corporation – Homelessness Solutions

01/2021

