

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

|                  |                                      |
|------------------|--------------------------------------|
| Department:      | 0100 - EXECUTIVE DEPARTMENT          |
| Agency:          | 0A04 - Louisiana Housing Corporation |
| Position Number: | 50361693                             |

|                           |                        |
|---------------------------|------------------------|
| 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:                 |                        |

|             |        |
|-------------|--------|
| Log Number: | 179795 |
| Consultant: | CDU    |
| Supervisor: | JLR    |



STATE CIVIL SERVICE

## 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 &<br>PERSONNEL AREA CODE<br><br>0A04 | POSITION NUMBER<br><br>50361693         |
| CURRENT PAY LEVEL<br><br>AS615                         | CURRENT OFFICIAL JOB CODE<br><br>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<br>50464677   | COST CENTER NUMBER /FUND | WORK PARISH<br>EBR | PERSONNEL SUBAREA<br>5000 |
| EMPLOYEE GROUP (CHOOSE ONE)<br><input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY |                          |                    |                           |

## 3 GENERAL INFORMATION

|  |   |   |
|--|---|---|
| EMPLOYEE'S NAME - LAST, FIRST<br>LACY, VONETTA   | Employee Qualifies For Job<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | HUMAN RESOURCES CONTACT<br>DENISE ACKOURY     |
| AGENCY/DEPARTMENT - OFFICE - DIVISION<br>LOUISIANA HOUSING CORPORATION / MID-CITY / HOMELESSNESS |   | HUMAN RESOURCES TELEPHONE<br>( 225 ) 763-8841 |
| OFFICIAL TITLE OF SUPERVISOR<br>HOUSING FINANCE MANAGER  | DIRECT SUPERVISOR'S POSITION NUMBER<br>50482086   | HUMAN RESOURCES EMAIL<br>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<br>DIRECT<br>SUBORDINATES |
|---|-------------------------------------|



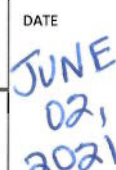
## 6 ATTACHMENTS

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.<br><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.<br><input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.   |
| <br>APPOINTING AUTHORITY (Required)              | BRADLEY SWEAZY via<br>Delegation of Authority<br>(attached) | DATE   |
| <br>PRINT NAME AND TITLE OF APPOINTING AUTHORITY | Bradley R. Sweazy<br>Chief Operating Officer                | <br><input checked="" type="checkbox"/> I certify that I agree with this document.<br><input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |

**DELEGATION OF AUTHORITY**

STATE OF LOUISIANA

PARISH OF Evangeline

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:

WITNESS

Jennifer Vidrine  
Jennifer Vidrine  
Louisiana Housing Corporation Board of Directors  
CHAIR

WITNESS Barry E. Brooks

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.

### 55% Programmatic

- Serves as the liaison with the State, Federal, Continuum of Care and local community lead agencies
- Responsible for the annual completion of the HUD application to secure federal funding for the project
- Responsible for implementation and inclusive oversight of the project
- Responsible for managing and monitoring of contracted case management agencies
- Plans and coordinates contractor program monitoring; providing essential data defining program expectations
- Responds to program inquiries from the community
- Conducts on site monitoring review of programs to ensure compliance with local, state and federal guidelines
- Completes monitoring reports, in a timely manner, and follow up as required on all corrective action plans
- Maintains records, reports, and manages correspondence related to the assigned programs
- Manages participant files in the HUD mandated HMIS database, as well as the Emphasys program database
- Request, receives and determines eligibility of housing referrals from the coordinated entry system
- Coordinates the assignment of referrals for participant case management
- Projects, budgets and manages HUD resources in an effort to implement and sustain the program effectively
- Completes quarterly participant re-certifications; maintains files in accordance with HUD regulations
- Organizes and facilitates participant orientation to educate participants on the program policies and procedures
- Works with landlords and property managers to ensure contracts and hosing correspondence is complete and accurate
- Develop, revises and maintains policies and procedures in accordance with HUD regulations to substantiate ongoing program operations are implemented and sustained
- Completes Housing Quality Standard (HQS) inspections
- Manages projects to ensure all benchmarks are met

### 30% Budget

- Works closely with the fiscal officer to effectively project, budge and manage the CoC RRH and HOME TBRA and HUD resources in an effort to implement and sustain the program
- Completes Master requisitions for monthly rental payments to landlords and utility allowances to participants
- Works with the fiscal officer of the contractor to review the adequacy of the financial management system
- Reviews invoices for payment reimbursements; coordinate with contractor when additional documentation is required to approve payment
- Determines if costs incurred are reasonable, allowable and allocable
- Ensures internal controls and accountability are being maintained
- Maintains current financial information as it relates to contractor budget

### 5% Training

- Attends all trainings to advance knowledge and understanding of grants as related to federal funding
- Assists in the statewide training of contractors and subcontractors for federally funded programs
- Provides ongoing technical assistance and guidance to new and existing providers and staff
- Attends and represents the agency at community meetings, trainings and conferences related to homeless matters

### 5% Disaster

This position is designated as essential staff in the time of a disaster. Staff must respond to emergencies, including floods, hurricanes or other emergency events as declared by the State or the agency director. Staff may be required to work long, additional hours off-site, including State, Federal or non-profit organized shelters, In the time of a disaster, work may be required for an extended period away from primary office location.

5% Other duties as assigned.

# Louisiana Housing Corporation – Homelessness Solutions

05/2021

