

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50474235

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:	10/10/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	150831
Consultant:	KCW
Supervisor:	HHH



## POSITION DESCRIPTION

Form Revision Date: 05/2016

### 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

50474235

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 Supervisor

DIRECT SUPERVISOR'S POSITION NUMBER

50474234

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

Tonika Smart

50474238

Housing Finance Specialist 3/ LHC

Kafayat Alli-Balogun

50474241

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

☐ 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)

E. KEITH CUNNINGHAM  
EXEC. DIRECTOR  
PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.



## 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.

- 80%** Processes Annual Re-certifications, Interims, and all administrative functions of the Project Based Voucher Program.
- Troubleshoots and corrects PIC/EIV errors to produce and transmit accurate data to HUD.
  - Processes Tenant Search Status, Terminations, Quality Control Review and Coordinate Appeal Hearings with Hearing Officer.
  - Schedules and facilitates Residential Advisory Board meetings in accordance with the Louisiana Housing Authority Administrative Plan/program requirements.
  - Works in conjunction with all program partners to acquire documentation.
  - Executes a minimum of 12-15 annual and/or interim re-certifications on a weekly basis.
  - Organizes and maintains tenant files and required records in accordance with the Personally Identifiable Information (PII) policy and procedure.
  - Performs data entry of required electronic transactions into Yardi (system of record).
  - Processes and conveys verbal or written correspondences to owners and tenants the Notices of Rent or any household subsidy changes.
  - Gathers critical data, including 3rd party verifications, and data entry into Yardi to produce form HUD-50058s for all household members.
  - Extends directives on the Project Based Voucher program policies and procedures to prospective owners, tenants, and program partners.
- Processes and issues Transfer Approval Notices, Tenancy Addendum, Terminations and Notices of Rent to maintain 98-100% lease-ups.
- Issues PBV Vouchers, Tenant Rent Estimates, Tenancy Addendum, and Notices of Rent to acquire and maintain 98-100% lease-ups.
  - Updates applicant status in YARDI (system of record).
- Performs and schedules UPCS-V Inspections in accordance with Housing Quality Standards (HQS) and the Project Based Voucher (PBV) program policies and procedures.
- Completes daily input/updates of inspection results into Yardi to reflect Pass/Failed/Incomplete, etc. with notations.
  - Uploads completed inspection booklets onto the share drive folder and file originals.
  - Works in conjunction with the UPCS-V Inspector to coordinate inspection schedules in accordance with UPCS-V and PBV program policy and procedures.
  - Works with Contract Administrator by closing out expired contracts, excluding units, conducting rent reasonableness & processing rent increases.
  - Organizes Initial Inspections of new units with the prospective owner, UPCS-V Inspector, and Contract Administrator. Coordinates with property owners / managers to schedule move-out inspections to expedite bringing unit back on-line.
  - Conducts customer related calls and/or visits by first soliciting sufficient information to identify reason for call/visit; answers questions based on general program knowledge and computer system data.
- 15%** Performs general administrative duties to support the program and comply with the LHC & LHA policy and procedures.
- Generates and mails out Annual inspection letters 30-60 days prior to scheduled inspection to owners/property managers and tenants.
- Notifies owners/agents and tenants within 24 hours for failed inspections. Ensures that failed inspection letters are rescheduled and mailed in accordance with HQS/UPCS-V allocated time line.
- 5%** Performs any other duties as assigned.

