

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50558336

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:	07/24/2018
Position Audited:	No
Audit Date:	
Comments:	New position #50558336 created.

Log Number:	148205
Consultant:	KCW
Supervisor:	HHH



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

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

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

REQUESTED OFFICIAL JOB TITLE

Housing Finance Specialist 3

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED PAY LEVEL

AS-615

REQUESTED OFFICIAL JOB CODE

170510

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

50465621

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
Vacant	50361690	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) <i>Edselle Keith Cunningham, Jr.</i> Executive Director	DATE <i>7/23/10</i>	<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.

The Louisiana Housing Corporation (LHC) is the Collaborative Applicant (e.g. lead agency) for the Louisiana Balance of State Continuum of Care (LA BOSCO). The LA BOSCO administers approximately \$17 million annually through HUD's Continuum of Care (CoC) Program; those funds provide housing and supportive services to people experiencing homelessness in the LA BOSCO's geography, which covers approximately half of Louisiana and includes the cities of Baton Rouge, Lake Charles, and Houma-Terrebonne.

The Continuum of Care Coordinator is responsible for coordinating all aspects of the LA BOSCO under the supervision of the Continuum of Care Manager, including monitoring CoC Program-funded projects, providing technical assistance to CoC Program recipients, and supporting the work of other LA BOSCO staff in their areas of specialty.

35% Project Monitoring and Technical Assistance

Monitors CoC Program-funded projects that are direct recipients of HUD.

Provides technical assistance to CoC Program-funded projects that are direct recipients of HUD.

Conducts quality control reviews of CoC Program monitoring files for projects that are direct recipients of HUD.

35% Continuum of Care Operations

Supports the work of other LA BOSCO staff employed by LHC in the areas of their specialty (e.g. the Coordinated Entry Specialist, HMIS Specialist).

Writes and reviews sections of the annual CoC Program Collaborative Application as assigned by the Continuum of Care Manager.

Assists in developing and implementing portions of the annual Point in Time (PIT) Count as assigned by the Continuum of Care Manager.

Produces training and informational content for homeless housing and service providers in the LA BOSCO, including written content, presentations during meetings, and webinars.

Reviews monthly data reports from homeless and housing service providers in the LA BOSCO.

20% Program Management for LHC's CoC Program Recipients

Provides program management for several CoC Program-funded projects for which LHC is the pass-through entity, including Maison des Ami, Youth Oasis, OLOL St. Anthony's House, and Options Villa.

Monitors the above projects. Provides technical assistance to the above projects.

Manages all files at LHC related to the above projects. Reviews all invoices from the above projects to ensure their accuracy and eligibility for payment.

Other duties related to the above projects as assigned.

5% Disaster Coordination

Assists the Continuum of Care Manager in developing and implementing disaster response plans for the Continuum of Care.

5% Performs any other duties as assigned.

Louisiana Housing Corporation – LHA – Continuum of Care

06/2018

