

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50617371

Allocation Action:	New Position
Official Allocation:	HOUSING FINANCE SUPV
Job Code:	170480
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/03/2021
Position Audited:	No
Audit Date:	
Comments:	Agency verified this position will direct supervise the six positions shown on the org chart zero reported on PD in error. New Position number 50617371

Log Number:	179796
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 & PERSONNEL AREA CODE  0A04	POSITION NUMBER
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL  AS617	REQUESTED OFFICIAL JOB CODE  170480

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

REQUESTED OFFICIAL JOB TITLE

HOUSING FINANCE SUPERVISOR

## 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
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT Denise Ackoury
AGENCY/DEPARTMENT - OFFICE - DIVISION LOUISIANA HOUSING CORPORATION / MID-CITY / HOMELESSNESS		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

## 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
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## 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.
BRADLEY SWEAZY via Delegation of Authority (attached)  PRINT NAME AND TITLE OF APPOINTING AUTHORITY Bradley R. Sweazy Chief Operating Officer	DATE JUNE 02, 2021	<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.

**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:

[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.

### Overview

This Housing Supervisor will supervise a team of housing specialists and will primarily be responsible for ensuring that all tasks related to various homeless programs are completed.

### Housing Finance Supervisor Responsibilities

50% Maintains a solid working knowledge of programs, Emergency Solutions Grant program, Rapid Rehousing programs, Section 811 program and HOME TBRA program regulations and program administration in order to offer guidance to staff and providers. Supervise direct and manage the day-to-day activities of the departmental staff. Responsible for written correspondence and timely responses to requests for information. Review and resolves staff concerns and issues; reviews/approves invoices submitted by contracted service providers.

10% Ensures that staff are appropriately trained and equipped to perform their assigned responsibilities. Provide training and orientation for new employees and refresher training for existing employees in all program areas. Ensure that standard operating procedures and all program policies are updated per regulations.

10% Facilitate the participation of staff to develop, implement, and continuously improve customer service delivery to ensure attainment of the core strategies and mission of the agency; coach and support staff in the development and implementation of work plans and/or initiatives working cooperatively and interdependently with others and all departments and the public sector.

10% Review and approve staff timesheets and leave requests. Responsible for completing and submitting reports to HUD, OCD and upon request from other funding sources.

10% Responsible for Staff compliance with all relevant Louisiana Housing Corporation, Louisiana Housing Authority, HUD regulations, and internal policies, procedures, and processes.

### 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.

