

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50541007

Allocation Action:	Reallocated Up
Official Allocation:	IT LIAISON OFFICER 3
Job Code:	166370
Pay Level:	TS-310
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	02/22/2018
Position Audited:	No
Audit Date:	
Comments:	Emailed agency on 2/22: Requesting a conference call with the hiring manager to discuss the position in more detail. 2/26/18: SCS had phone conference with Gordon Levine regarding the duties of the position. 2/27/18: SCS emailed agency with an allocation recommendation.

Log Number:	142337
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	POSITION NUMBER
0A04	50541007
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
AS-613	163690
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
TS-310	166370

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

Housing Finance Specialist 2

REQUESTED OFFICIAL JOB TITLE

IT Liaison Officer 3

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) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			EMPLOYEE SUBGROUP (CHOOSE ONE) <input type="checkbox"/> NON-EXEMPT <input checked="" type="checkbox"/> EXEMPT

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/Louisiana Housing Authority/Mid-City		HUMAN RESOURCES TELEPHONE (225) 763-8700
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
Jaquincy Nelson	50474242	IT Liaison Officer 1

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.
APPOINTING AUTHORITY (Required) KEITH CUNNINGHAM, EXEC DIRECTOR	DATE 2/21/18	<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 Authority (LHA) is the collaborative applicant and Homeless Management Information System (HMIS) lead agency for the Louisiana Balance of State Continuum of Care (LA BOSCOC). The LA BOSCOC administers approximately \$15 million annually of HUD funds; those funds provide housing and supportive services to people experiencing homelessness across Louisiana.

This position is responsible for managing all aspects of the HMIS system in the LA BOSCOC, including designing the HMIS structure, overseeing its implementation by recipient agencies, monitoring agency compliance, and reporting on both agency compliance and Continuum-wide data to HUD, LHA, and other stakeholders inside and outside the LA BOSCOC.

50% -- HMIS Implementation and Oversight

- Oversee HMIS development in the LA BOSCOC, including implementation, day to day operations, evaluation, and creating a strategic plan to reduce homelessness throughout the Continuum via data-driven solutions, primarily HMIS and the ServicePoint software.
- Supervise HMIS Project sub-recipients, including implementation, day to day project operations, and evaluation.
- Design and implement procedures to improve HMIS data quality at both the project and Continuum levels.
- Design and implement HMIS policies, procedures, and protocols to ensure compliance with all HUD technical standards at the project and Continuum levels, including data security protocols.
- Design and implement HMIS training materials for HMIS-participating agencies.
- Design and implement the Housing Inventory Chart (HIC).
- Train HMIS project staff on ServicePoint and HMIS implementation, monitoring, and compliance.
- Train CoC, ESG, and other HMIS-participating projects on ServicePoint and HMIS implementation and compliance.
- Provide technical support to ESG and CoC agencies during the Annual Performance Report (APR) process.
- Conduct outreach to agencies that are not funded by HUD to increase HMIS participation across the Continuum.
- Work in partnership with the Louisiana Services Network Data Consortium (LSDNC) and the LA BOSCOC HMIS Committee.
- Analyze HMIS Project and strategic plan performance; recommend improvements at the Continuum and project levels.
- Complete other HMIS-related duties as assigned.

45% -- Reporting and Compliance

- Oversee the Annual Homeless Assessment Report (AHAR), producing and submitting all relevant reports to HUD.
- Oversee and submit the annual HMIS Project application to HUD.
- Oversee the annual Point in Time (PIT) Count, producing and submitting all relevant reports to HUD.
- Producing and submitting the annual Housing Inventory Chart (HIC) report to HUD.
- Provide primary support to the CoC Manager during the CoC Notice of Funding Availability (NOFA) period, including data collection and cleaning for the Collaborative Application.
- Monitor HMIS Project sub-recipients for compliance with procedures, data accuracy, and data security.
- Monitor CoC and ESG projects for compliance with procedures, data accuracy, and data security.
- Provide technical support to individual projects during the CoC NOFA period as needed.
- Analyze Continuum performance/outcomes and produce specialized reports, including data visualizations, at the CoC Manager's request.
- Complete other monitoring and reporting duties as assigned.

5% -- Operations

- Work directly with the CoC Manager to meet data needs for stakeholders inside and outside the LA BOSCOC.
- Work directly with the Budget Administrator to review and track grant expenditures for the HMIS Project.
- Complete other operational duties as assigned.

Louisiana Housing Corporation – Louisiana Housing Authority

12/01/2017

