

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50468925

Allocation Action:	Reallocated Up
Official Allocation:	HOUSING FINANCE ADMIN
Job Code:	170470
Pay Level:	AS-624
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/25/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182512
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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 POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50468925CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Housing Finance Deputy AdministratorCURRENT PAY LEVEL
AS622CURRENT OFFICIAL JOB CODE
163720REQUESTED OFFICIAL JOB TITLE
Housing Finance AdministratorREQUESTED PAY LEVEL
AS624REQUESTED OFFICIAL JOB CODE
170470

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50025981WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY☒ FT SALARY☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Brenda Evans

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation / Executive / Quail

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Executive Director

DIRECT SUPERVISOR'S POSITION NUMBER

50308469

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

6

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)

BRADLEY R. SWEAZY

LHC Interim-Executive Director

DATE

AUG
24,
2021☒ 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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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 incumbent in this position will direct the staff, programs, and funding sources of the Homeownership, Housing Development, Recovery Housing, Energy Assistance, Homelessness, and LHA/Rental Assistance divisions of Louisiana Housing Corporation (LHC).

65%

- Oversee the management of the program areas of the Corporation, Homeownership Initiatives, National Foreclosure Mitigation, TCAP, Tax Credit programs, Recovery programs, Homelessness programs and Homebuyer Counseling Initiative.
- Serve as the Corporation's senior program representative in meetings with US Department of HUD, USDA, LA Office of Community Development, Local Participating Jurisdictions, Lenders, Bond Counsel, Financial Advisors, Investment Bankers, Assistants to the Governor, local officials and other state housing and community development leaders formulating policy, plans, and strategies for initiatives to address the state's housing needs and problems.

20%

- Prepare and recommend to the Executive Director of the Corporation policies and guidelines for planning, implementation of various housing programs administered by the state. Direct and supervise, as applicable, the preparation of their programs portion of the Louisiana Consolidation Plan. Participate in Corporation general corporate activities relating to staffing, budgeting, etc. Meet with officers in both profit and nonprofit housing development organizations to provide financial and technical assistance to make a project economically feasible. Review and approve correspondence written for the Corporation's Executive Director relative to housing development. Respond by phone, written communication or personal meetings to inquiries from private citizens, organizations, or governmental entities seeking information regarding programs.

10%

- Coordinate various specific areas of housing development with local community officials, financial institutions, US Department of Housing and Urban Development, the US Department of Agriculture, Rural Development and other departments and Divisions to effectively evaluate programs and to assure appropriate coordination with programs in other agencies.

5%

- Perform other duties as assigned.

