

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308501

Allocation Action:	Affirmed
Official Allocation:	HOUS FIN MGR
Job Code:	163710
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/04/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	178866
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](mailto: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

0A04

POSITION NUMBER

50308501

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

HOUSING FINANCE MANAGER

CURRENT PAY LEVEL

AS619

CURRENT OFFICIAL JOB CODE

163710

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLYORGANIZATIONAL UNIT NUMBER  
50025986

COST CENTER NUMBER /FUND

WORK PARISH  
EBRPERSONNEL SUBAREA  
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST  
VACANT

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE DEPUTY ADMINISTRATOR

DIRECT SUPERVISOR'S POSITION NUMBER

50468925

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

3

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 SWEAZY via  
Delegation of Authority  
(attached)

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

MAY  
03,  
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.

## 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 performs duties in Homeownership Program with the Louisiana Housing Corporation (LHC). The Homeownership Division administers programs to assist individuals the purchase of homes. These programs include Market Rate GNMA Program, LHC Preferred Conventional Program, Mortgage Credit Certificate Program, Community Development Block Grant (CDBG) Parish Programs, Housing and Urban Development (HUD) Homebuyer Counseling Program, and others.

25% Reviews the work of subordinate staff for loan applications and loan file documents, draw requests, reports, audits, final closing documents, wire requests, cancellations, payoff's, etc. to ensure clarity, completeness, accuracy and conformance with corporation's policies.

15% Oversees CDGB Programs administered by LHC for the Office of Community Development to ensure programs are compliant and budget's maintained.

15% Reviews and takes action on reports and records from subordinate staff. Prepares, submits and presents agenda items to the Board of Directors, which pertain to the Homeownership Program.

Represents the Corporation in public meetings, seminars and any other assigned public relations activities as it relates to the Homeownership Program.

10% Performs personnel administration duties.

10% Confers with the administration, mortgage lenders and legal counsel on the implementation of all program guidelines, information for the annual report and legislative requests, and information for the issuance of loans.

10% Responsible for scheduling of assignments, status of on-going work and projects, and planning unit activities.

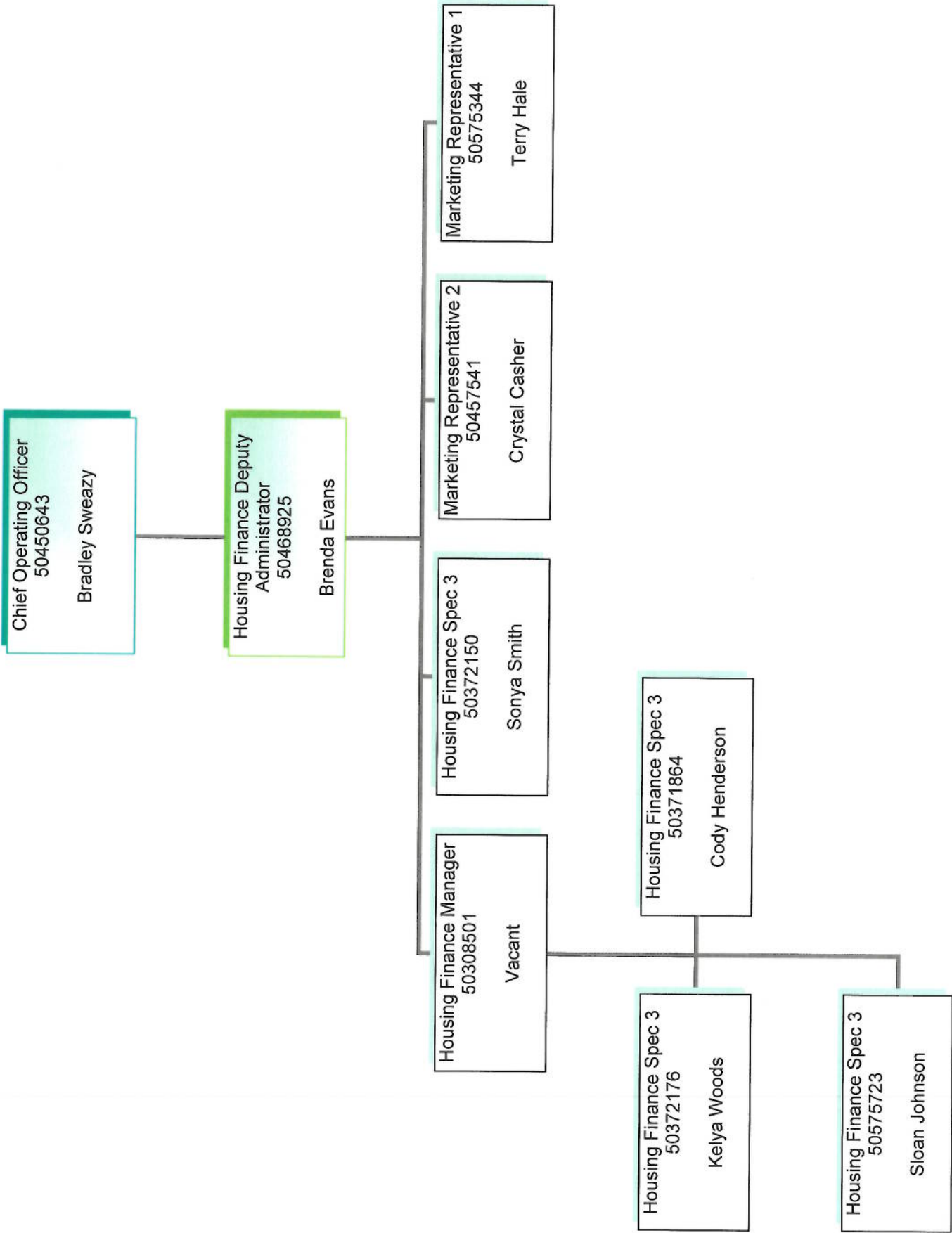
5% Provides administrative oversight for HUD Housing Counseling Grant and National foreclosure Mitigation Counseling Grant. Ensures product appropriate training with sub-grantees is completed, oversees audit visits to sub-grantees and reporting functions to HUD and Neighbor Works.

5% Provides and attends appropriate training sessions and seminars to acquire and process current information on all applicable rules, guidelines, and regulations which apply to the Homeownership Program areas.

5% Performs any other duties as assigned.

Louisiana Housing Corporation – Homeownership

03/2021



**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.

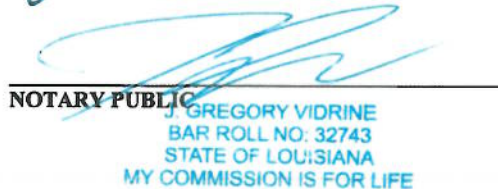
THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Ville Platte, Louisiana this 15 day of April, 2021.

WITNESSES:

  
WITNESS

  
Jennifer Vidrine  
Louisiana Housing Corporation Board of Directors  
CHAIR

  
WITNESS Barry E. Brooks

  
NOTARY PUBLIC  
J. GREGORY VIDRINE  
BAR ROLL NO: 32743  
STATE OF LOUISIANA  
MY COMMISSION IS FOR LIFE