

POSITION DESCRIPTION APPROVAL



Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50563044

Allocation Action:	New Position
Official Allocation:	HOUS FIN SPEC 2
Job Code:	163690
Pay Level:	AS-613
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	12/05/2018
Position Audited:	No
Audit Date:	
Comments:	P# 50360421 to be delimited. New position number: 50563044.

Log Number:	152344
Consultant:	KMJ
Supervisor:	HHH



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

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

MAJOR AGENCY CODE & PERSONNEL AREA CODE OA04	POSITION NUMBER 50360421
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL AS615	REQUESTED OFFICIAL JOB CODE 170510

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

REQUESTED OFFICIAL JOB TITLE

HOUSING FINANCE SPECIALIST 3

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

ORGANIZATIONAL UNIT NUMBER 50025986	COST CENTER NUMBER /FUND	WORK PARISH East Baton Rouge	PERSONNEL SUBAREA 5000
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EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY

 ☐ FT SALARY

 ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST VACANT	Employee Qualifies For Job <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HUMAN RESOURCES CONTACT DENISE ACKOURY
AGENCY/DEPARTMENT – OFFICE – DIVISION LOUISIANA HOUSING CORPORATION / HOMEOWNERSHIP / QUAIL		HUMAN RESOURCES TELEPHONE (225) 763-8841
OFFICIAL TITLE OF SUPERVISOR HOUSING FINANCE MANAGER	DIRECT SUPERVISOR'S POSITION NUMBER 50308501	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
CODY HENDERSON	50371864	HOUSING FINANCE SPECIALIST 3
MARY BOUDREAUX	50372176	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
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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) E. KEITH CUNNINGHAM EXEC DIRECTOR	DATE 12/4/18	<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 incumbent performs duties in the Single Family Homeownership Division of the Louisiana Housing Finance Agency by performing the following duties and others as assigned:

65% Reviews compliance files for completeness and accuracy confirming all required documentation is obtained and all procedures followed ensuring compliance for the applicable program.

20% Maintain loan files, wire requests, exhibits, file documents, correspondence, etc. on the “Z” drive and HDS, and maintain hard copy files for each new activity/loan in assigned file cabinets.

10% Deliver excellent customer service and participates in various community events pertaining to homeownership education and promotion of LHC’s homebuyer programs.

5% Attend required meetings and cooperate in department projects or assignments from the manager such as survey calls, research, and outreach activities as requested.

Louisiana Housing Corporation – Homeownership

12/2018

