

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

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|------------------|--------------------------------------|
| Department: | 0100 - EXECUTIVE DEPARTMENT |
| Agency: | 0A04 - Louisiana Housing Corporation |
| Position Number: | 50371864 |

| | |
|---------------------------|------------------------|
| Allocation Action: | Affirmed |
| Official Allocation: | HOUSING FINANCE SPEC 3 |
| Job Code: | 170510 |
| Pay Level: | AS-615 |
| Delegated: | No |
| Career Progression Group: | Yes |
| Master Job Description: | No |
| Effective Date: | 04/05/2022 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|-------------|--------|
| Log Number: | 189072 |
| Consultant: | CDU |
| Supervisor: | JLR |



STATE CIVIL SERVICE

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
50371864CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Housing Finance Specialist 3CURRENT PAY LEVEL
AS-615CURRENT OFFICIAL JOB CODE
170510

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

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

ORGANIZATIONAL UNIT NUMBER
50025986WORK PARISH
East Baton RougePERSONNEL 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

Jenkins, Shannon

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation/ Quail / Homeownership

HUMAN RESOURCES TELEPHONE
(225) 763-8700

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

Kevin McCleary

50563044

Housing Finance Specialist 3

Sloan Johnson

50575723

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 LEAVENUMBER 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)

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

S. Jenkins PD # 50371864

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.

- 55% Reviews compliance packages for completeness and accuracy of all file documents to include income, asset, property, exhibits, etc. ensuring compliance with applicable program. Maintain and review multiple compliance conditions, to ensure file is complete for the loan closing. Keeping HDS current on the most accuracy information. Processing Second Mortgage Instruments, HOME Regulatory Agreements, and Promissory Notes.
- 15% Processes post close packages for completeness and accuracy for all file documents. Confirming all required components are received including, but not limited to: Executed Exhibits, Recorded Second Mortgage Instruments, Second Mortgage Promissory Notes, Closing Cost Promissory Notes, and HOME Regulatory Agreements. Retain and properly file all legal documents for all processed compliance files. Maintain sufficient tracking sheets and reports.
- 10% Processes wire requests received from participating lenders ensuring accurate information for closings. Prepare processed legal documents to be sent via UPS or FedEx.
- 5% Completes daily tracking reports, weekly verification reports, and monthly rollup reports for management.
- 5% Participate in lender Zoom calls covering file statuses.
- 5% Delivers excellent customer service to all potential and current borrowers, lenders, and realtors by answering and clarifying compliance questions and connecting potential borrowers to the lenders. Answers general inquiries from the public by phone, email, or mailed correspondence. Prepare information mail-outs as needed at prospective borrower's request. Assist team as needed (ex. speak to borrowers who come to the office with questions / borrowers who drop off insurance checks for signature or pick up signed checks).
- 5% Cooperates in department projects or assignments from the manager such as survey calls, research, and outreach activities as requested. Completes required CPTP training courses.

Performs all other duties assigned.

Louisiana Housing Corporation – Homeownership

03/2022

