

POSITION DESCRIPTION APPROVAL



Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50372150

Allocation Action:	Reallocated Down
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:	05/11/2017
Position Audited:	No
Audit Date:	
Comments:	Business Re-org effective 05/11/2017.

Log Number:	131725
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

0A04

POSITION NUMBER

50372150

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

Housing Finance Supervisor

CURRENT PAY LEVEL

AS-617

CURRENT OFFICIAL JOB CODE

170480

REQUESTED OFFICIAL JOB TITLE

Housing Finance Specialist 3

REQUESTED PAY LEVEL

AS-615

REQUESTED OFFICIAL JOB CODE

170510

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

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Andrews, Sonja

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Single Family Division/Quail Drive

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

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

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)

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.

E. KEITH CUMMINGS, EXEC DIRECTOR

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 performs duties in the Single Family Homeownership Division of the Louisiana Housing Corporation by performing the following duties and others as assigned.

40% Processes Payoff Requests and Requests for Mortgage Cancellations, HOME Regulatory Cancellations and Re-Inscriptions for soft second mortgage loans, old second mortgages loans (90's), Tax Credit Advance mortgages loans, and other various types of loans.

35% **Single Family Mortgage Compliance System**

Works closely with HDS, IT, Master Servicer and staff to ensure the system's functionality meets everyone's needs.

Posts the mortgage rates to website and issues daily rate sheet. May set the daily rates in HDS. May complete daily upload/download to Master Servicer. Validates incoming pools from Master Servicer and maintain SF pool folder for each loan program.

Assists lenders with loan reservations upon request. Processes requests for "Username/Password" and handles system access problems for lenders.

Completes reports upon request (Annual, NCSHA, Moody's, Caper, etc.).

15% **CDBG Parish Programs**

Lead staff member for CDBG parish programs working closely with Sub-Recipient to process incoming draws, reporting, etc.

Reviews incoming closed loan files for completeness and compliance. Processes draw requests for payment – Program/ Administration. Prepares reports for submission to Manager and Program Administrator.

Maintains electronic records for all closed loan files, draw requests and reports. Participates in conference calls as needed. Provides training to Sub-Recipient as needed.

Monitors/audits closed loan files, provide audit report with findings and reviews incoming documentation to clear findings.

Assist manager with close-out for CDGB parish programs.

10% Reviews compliance procedures for programs offered. Assists in lender training.

Reviews compliance packages for completeness and accuracy of all file documents to include income, asset, property, exhibits, etc. ensuring compliance with applicable program. Assists with completion of board materials and Committee meetings, upon request.

Answers general inquiries from the public by phone call, email or mailed correspondence. Represents the LHC in public meetings, seminars and any other assigned public relations activities relative to the Single Family programs.

Attends appropriate training sessions and seminars to acquire and process current information on all applicable rules,

guidelines, and regulations which apply to the Single Family Mortgage Revenue Bond Program, Market Rate programs or other established homebuyer programs. Plans and participates in training of personnel as needed.

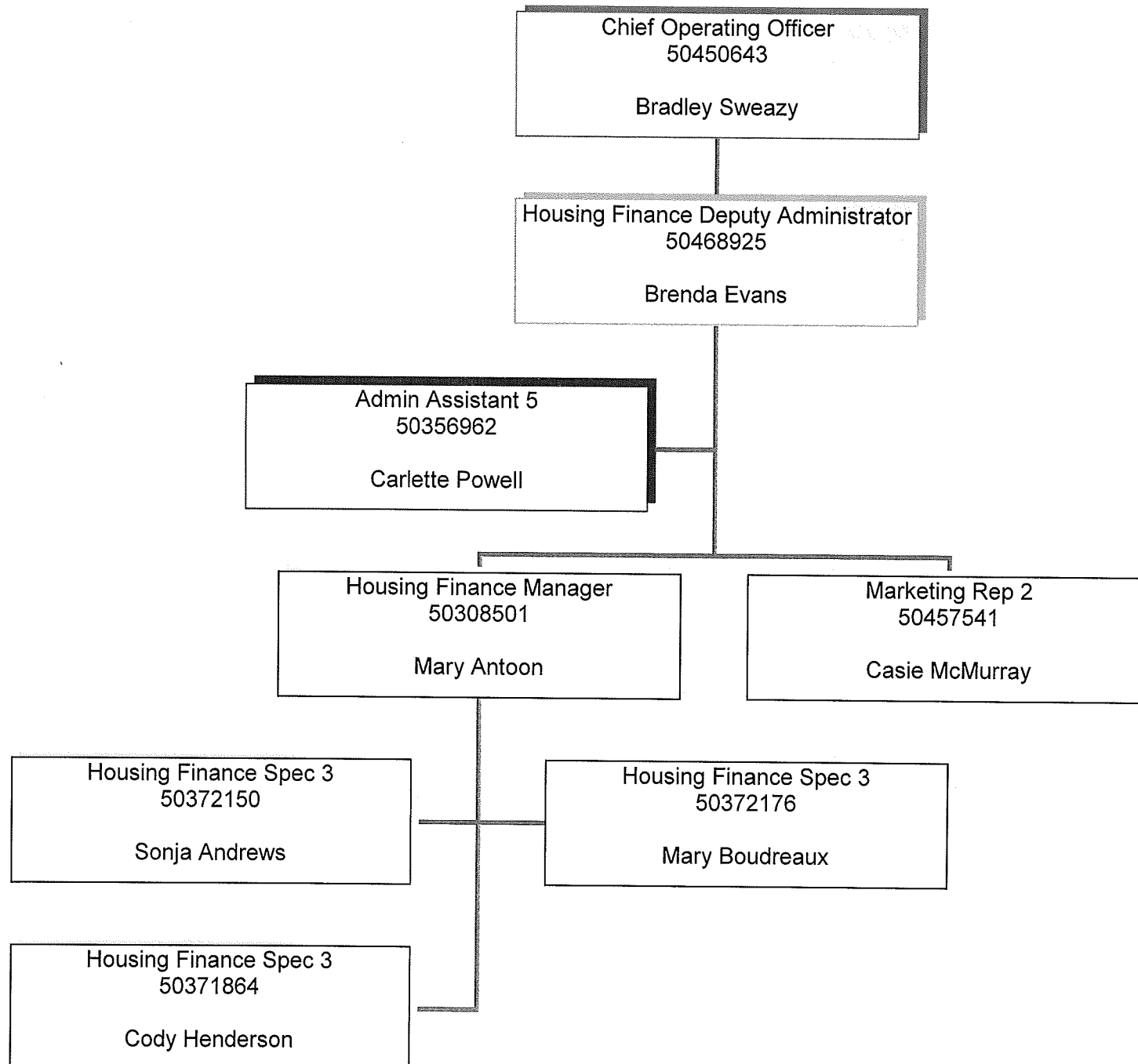
Helps coordinate training of new and continuing participating lenders throughout the state on procedural and/or programmatic changes.

Assists in preparation and development of new or revised policies relative to compliance with new or restructured homebuyer programs, as well as specialized programs created from state or federal Acts in regard to Single Family housing initiatives.

Performs other duties as assigned.

Louisiana Housing Corporation – Single Family Program

Post Reorg



DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

BEFORE ME, the undersigned Notary, duly commissioned and qualified in the
Parish and State aforesaid, personally came and appeared:


EDSELLE KEITH CUNNINGHAM, JR.

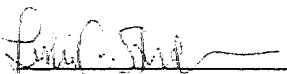
who, having been duly sworn, did depose and say:

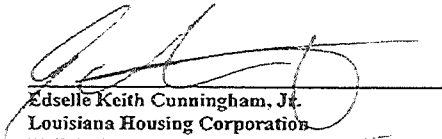
1. That he is the duly appointed Executive Director of the Louisiana Housing Corporation (the "LHC"), thus serving as "appointing authority" as defined in the Civil Service Rules; and
2. That he does hereby delegate and authorize his appointing authority as LHC Executive Director to Kevin Brady, in his absence effective on March 6, 2017 through the earlier of March 9, 2017 or his return to the office, to act in his stead 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
3. That he does hereby delegate his authority as LHC Executive Director to sign contracts, agreements, and all documents that bind the LHC, and which are necessary to be signed during his absence.

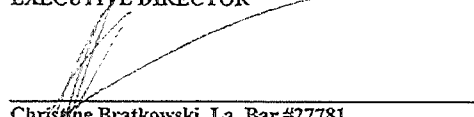
THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Baton Rouge, Louisiana this 2nd day of March 2017.

WITNESSES:


WITNESS
Miriam Bowie


WITNESS
Leslie C. Strahan


Edselle Keith Cunningham, Jr.
Louisiana Housing Corporation
EXECUTIVE DIRECTOR


Christine Bratkowski, La. Bar #27781
NOTARY PUBLIC
Commission expires upon death