

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50372176

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:	189073
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
50372176CURRENT 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

Woods, Kelya

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
Shannon Jenkins	50371864	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 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	<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) <i>Bradley R. Sweazy</i> Interim Executive Director	DATE 4/4/20	<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.

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.

- 70% Reviews compliance packages for completeness and accuracy of all files documents to include income, asset, property, exhibits, etc. ensuring compliance with applicable program.
 - 5% Assists in overseeing and running special disaster CDBG programs. Processing files, answering questions, ensuring compliance.
 - 5% Oversees and runs special pilot HOME program for Habitat for Humanity. Processing files, answering questions, ensuring compliance.
 - 5% Maintains lender contracts and tracking sheets. Connects new lenders and branch information to the marketing team.
 - 5% Processes wire requests ensuring accurate information for closings.
 - 5% Delivers excellent customer service to all borrowers, lenders, and realtors by answering and clarifying compliance questions and connecting potential borrower to the lenders. Answers general inquiries from the public by phone, email, or mailed correspondence.
 - 5% Safety officer for our area. Ensuring that all safety policies are followed by staff.
- Performs all other duties assigned.

Louisiana Housing Corporation – Homeownership

03/2022

