

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50636607

Allocation Action:	New Position
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:	01/26/2022
Position Audited:	No
Audit Date:	
Comments:	Org unit number 50025986

Log Number:	186482
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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE JA04	POSITION NUMBER
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	WORK PARISH East Baton Rouge Parish	PERSONNEL SUBAREA 5000	EMPLOYEE GROUP (CHOOSE ONE) <input checked="" type="checkbox"/> FT HOURLY <input type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY
COST CENTER	GRANT	FUND	WBS ELEMENT
ORDER			

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input 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 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
Shannon Jenkins	50371864	Housing Finance Specialist 3
Kelya Woods	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

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> <i>Bradley R. Sweazy</i> Interim Executive Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 1/24/2022	<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 Homeownership Organizational Unit of the Louisiana Housing Corporation by performing the following duties and others as assigned.

55%

- The incumbent of this position will act as a Liaison between the Louisiana Housing Corporation, Office of Community Development/DOA for the HAF Program with Housing Counseling Agencies across the state. This will involve understanding conventional and government mortgage loans, handling late payments, defaults, foreclosure processing and loss mitigation techniques. Reviews compliance files for completeness and accuracy confirming all required documentation is obtained and all procedures are followed; ensuring compliance.
- Keep accurate assignments of referrals and tracking. Updating and managing reporting in Counselor Direct as the system of record. Contacting each HCA weekly; and monthly to provide necessary information and reports to the program managers.
- Customer service and participate in various community events pertaining to the Homeownership education and promotion of LHC's homebuyer programs.

30%

- Tracking, documenting and reviewing all payables submitted by the HCA's to insure correctness and completeness and that they warrant payment. Provide training to HCA's as needed for the program requirements and billings. Attend regular meetings and cooperate in department projects or assignments; Answer constituent inquiries as needed.
- Cooperates in department projects or assignments from the manager, such as, research, and outreach activities as requested.

15%

- Performs all other duties as assigned.

Louisiana Housing Corporation – Homeownership

01/2022

