

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50575723

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:	09/05/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	161252
Consultant:	SLP
Supervisor:	PDA

## 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

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

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

HOUSING FINANCE SPECIALIST 3

AS615

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

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ 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

KENEDRA BURTON

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

☐ 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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

Sept.  
03,  
2019

## 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:

50% Completes Post-Closing review for compliance files after the loans are closed. Ensures all required post-closing documents have been received and are complete and accurate. Legal document filed in fire-proof file cabinets and compliance files in regular file cabinets.

20% Handles incoming requests from borrowers and title companies for payoffs, mortgage cancellations, paid in full notes, cancellations of HOME Regulatory Agreements, etc. Prepares and processes all required documentation for Executive Directors signature and distributes documents appropriately. Documentation maintained on "z" drive and in the applicant files.

15% Reviews compliance files for completeness and accuracy confirming all required documentation is obtained and all procedures followed ensuring compliance for the applicable program.

5% 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.

5% 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

08/2019

