

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50371504

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SUPV
Job Code:	170480
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/08/2017
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	136928
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

50371504

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

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

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

ORGANIZATIONAL UNIT NUMBER  
50356077

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

Johnson, Alvin

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Multi-Family Programs/Quail Drive

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Manager

DIRECT SUPERVISOR'S POSITION NUMBER

50308491

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

Collette Oglesby

50371506

Housing Finance Supervisor

Loki Ellis

50474234

Housing Finance Supervisor

## 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

3

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 CUNNINGHAM, EXEC. DIRECTOR

## 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 in this position supervises staff and assists the manager and Program Administrator in the Multi-Family Division of the Louisiana Housing Corporation, which, in turn, manages the Tenant Based Rental Assistance Program (TBRA), Community Housing Development Organizations (CHDOs), Community Development Block Grants (CDBGs), and the National Housing Trust Fund.

50% Provides guidance to and reviews the work of subordinates who analyze management operations, internal controls, and records of participants being audited for adequacy, accuracy, and compliance with state and federal regulations.

Evaluates data on program recipients. Applies knowledge of federal and state requirements in the preparation of written reports. Conducts meetings with housing developers and describes monitoring scope and results.

Provides input on the development and grading of Notice of Funding Availability (NOFA) and other applications.

Prepares Annual Action Plan for submission to the U.S. Department of Housing and Urban Development (HUD). Prepares Annual Progress and Evaluation Report (CAPER) for submission to HUD.

30% Assists in monitoring program performance by reviewing reports from field visits. Makes eligibility determinations for compliance with the terms of the programs and Agency policy. Monitors housing projects that utilize any of the HOME funding sources and investigates complaints of program violations as assigned.

10% Reviews and approves correspondence relating to grantee monitoring findings by defining compliance violations and appropriate remedies. Assists manager in developing policies, procedures, and training tools related to monitoring.

5% Review administrative reports and provides input to the Housing Finance Manager on needs of the section. Assists in the development of monitoring instruments and in identifying other administrative needs.

5% Performs the work of subordinates and some work of manager when they are not available to do so. Performs other duties as assigned.

# Louisiana Housing Corporation – Multi Family Division

07/2017

