

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308491

Allocation Action:	Affirmed
Official Allocation:	HOUS FIN MGR
Job Code:	163710
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/08/2017
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	136927
Consultant:	KCW
Supervisor:	HHH



# POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION  
DEPARTMENT OF STATE CIVIL SERVICE  
P.O. BOX 94111 – CAPITOL STATION  
BATON ROUGE, LA 70804-9111  
[SCSPDS@la.gov](mailto: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

0A04

POSITION NUMBER

50308491

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

Housing Finance Manager

CURRENT PAY LEVEL

AS-619

CURRENT OFFICIAL JOB CODE

163710

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

McNeese, Robert

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 Deputy Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50353567

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

Mary Antoon

50308501

Housing Finance Manager

Liza Bergeron

50465626

Housing Finance Manager

## 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

1

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

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 manages the HOME Section 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), the HOME funds, and the National Housing Trust Fund.

30% Monitors program performance by reviewing reports from field visits. Makes eligibility determination for compliance with the terms of the programs and Agency policy.

Monitors housing projects that utilize any of the HOME funding sources. Investigates complaints of program violations as assigned.

25% Reviews and approves correspondence relating to audit findings by defining compliance violations and appropriate remedies using interpretive skills and as allowed under the applicable program(s). Reviews and approves recommendations for program implementation.

Develops policies, procedures, training tools, and program manuals relating to monitoring.

Researches legal, technical, or policy issues as needed. Provides assistance to other monitors as assigned or needed. Participates in public presentations and training as assigned.

20% Provides guidance to and reviews the work of subordinates who analyze management operation, 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 audit scope, audit results, and recommendations.

20% Reviews administrative reports to determine program needs related to housing programs administered by the HOME Section. Assists in developing the work plan, audit plan, and reporting procedures and formats. Develops and updates operating procedures and monitoring tools.

5% Other duties as assigned.

# Louisiana Housing Corporation – Multi Family Division

07/2017

