

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50465626

Allocation Action:	Affirmed
Official Allocation:	HOUS FIN MGR
Job Code:	163710
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	10/10/2018
Position Audited:	No
Audit Date:	
Comments:	The position #50465626, HF Manager supervises 1 LHC Housing Finance Specialist 3 and 3 contract workers from Compass Group. Per the agency, this position will manage future positions in that area due to extra Federal Funds coming into Recovery Housing within the next couple of months.

Log Number:	150840
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

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

50465626

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
50464678

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

Bergeron, Liza

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Recovery Housing / Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Deputy Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50465487

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
Elaine Bui	50540976	Housing Finance Manager / LHC
Raymond Rodriguez	50465625	Housing Finance Manager / LHC

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	<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) E. KEITH CUNNINGHAM EXEC. DIRECTOR PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE	<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.

65% Program Management

Plans, executes, and finalizes Multifamily Restoration Loan Fund and Piggyback projects according to targeted deadlines and within the established budget.

Plans and coordinates the efforts of all awardees, third-party contractors, and consultants in order to deliver each project according to their respective plan. Defines the objectives and oversees quality control throughout the projects life cycle.

Effectively communicates program expectations and responsible for all communication to the awardee. Drafts and submits all formal correspondence, and recommend subsequent project changes where necessary.

Proactively manages changes in a project's scope, identifies potential crises, and devises contingency plans.

Conducts project and program closeout and creates a recommendation report in order to identify successful and unsuccessful project elements.

Establishes adequate policies and staffing levels and comprehensive minimum standards in support of the housing recovery goals and objectives.

In the absence of Director, assumes management responsibilities for housing programs and services; recommends and administers policies and procedures relative to rental housing issues.

15% Operations

Analyzes and processes all draw requests submitted by awardees and vendors for reimbursement.

Maintains the central repository, in both electronic and hard format, for all documentation regarding the Affordable Rental Program, Multifamily Restoration Loan Fund, and Piggyback Program.

Collects and reviews all construction reports.

Develops and maintains office policies and procedures. Assists in the development of state policies and procedures implementing Federal, State and local directives and statutes.

Advises Director, in a timely manner, on necessary actions, problems, or requirements.

10% Marketing and Compliance

Plans and schedules project timelines and milestones using appropriate tools. Tracks program milestones and deliverables.

Monitors the costs and financial projections of each project during development to ensure feasibility, and monitors the long term viability of the project after lease up through the review of operational costs and project revenue.

Develops and delivers progress reports. Determines the frequency and content of status reports from the awardees, analyze results, and troubleshoot problem areas.

Monitors and evaluates efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.

Conducts on-site monitoring visits to track progress of construction and lease up.

Responds to, explains, defines, defends, and resolves issues pertaining to the State and Parish programs, policies and activities, Negotiate and resolve sensitive and controversial issues.

5% Technical Assistance

Identifies and resolves issues and conflicts within the projects.

Provides daily technical assistance to awardees, organizations, and units of local government.

Researches and analyzes new Federal and State guidelines.

Makes verbal reports and presentations as requested.

Explains and presents funding decisions to the legislative committees and other entities as required.

5% Performs any other duties as assigned.

Louisiana Housing Corporation –Recovery Housing

10/2018

