

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308496

Allocation Action:	Affirmed
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:	08/07/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	160218
Consultant:	SLP
Supervisor:	PDA



Louisiana
SCS
State Civil Service

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

50308496

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

Housing Finance Specialist 3

CURRENT PAY LEVEL

AS-615

CURRENT OFFICIAL JOB CODE

170510

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

Dennis, Lionel

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Housing Development / Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8841

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

Wendy Hall

50308504

Housing Finance Specialist 3/ LHC

James McDonnell

50541411

Housing Finance Specialist 3/ 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

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)

E. KEITH CUNNINGHAM
EXECUTIVE DIRECTOR

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

AUG
06,
2019

☒ 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.

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.

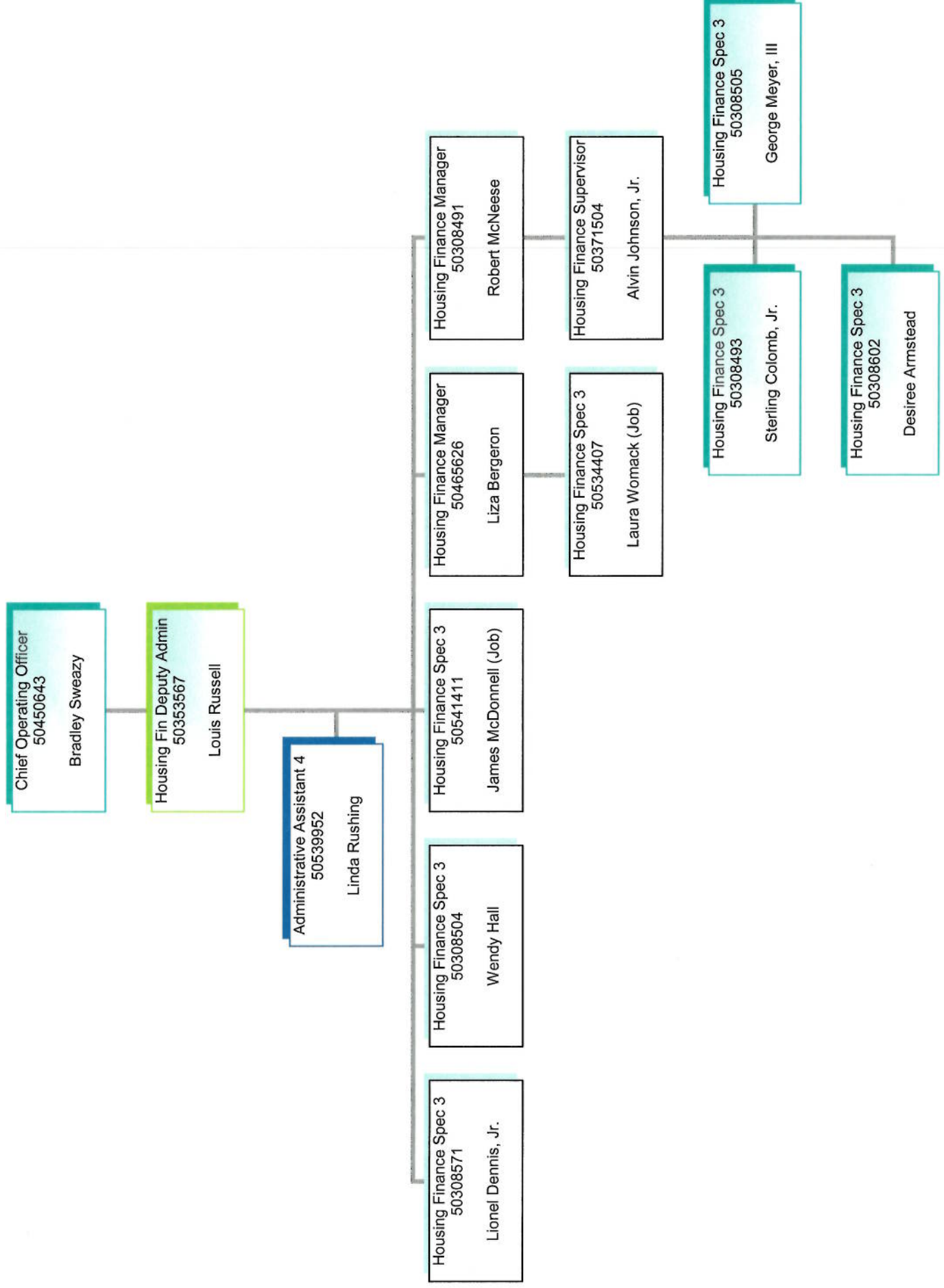
PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

- 30% Reviews Low-Income Housing Tax Credit (LIHTC) applications, makes recommendation for allocation of funds, reviews carryover documents and final project cost certifications and reports on the programs. Prepares reports, papers, and other records related to properties and development that receive tax credits.

Troubleshoots issues that arise with the Tax Credit Program.
- 10% Assists in the annual evaluation and development of the Qualified Allocation Plan (QAP) associated with the LIHTC Program. Responsibilities include, but are not limited to: policy and data review, assessment of prior QAPs for areas of improvement and recommendations to achieve stated goals and objectives.
- 10% Manages set-up and closeout of HOME and Trust Fund projects in agency databases. Provides weekly reports and tracks weekly Program Income receipts. Reviews and processes draw requests for project funds.
- 10% Serves as technical liaison for the department. Tests updates to agency databases. Assists with delivery portal and application intake module. Manages and uploads files during funding application submission process.
- 10% Ensures that all records, worksheets, and work papers are adequately documented for any action taken by the Tax Credit Section.
- 10% Assists management and legal counsel with the implementation of all program guidelines, information for the annual report and legislative requests and information for the issuance of applicable federal forms.
- 7% Represents the corporation in public meetings, seminars, and other assigned public relations activities related to the Tax Credit Program.
- 7% Provides and attends appropriate training sessions and seminars to acquire and process current information on all applicable rules, guidelines, and regulations which apply to the Tax Credit Program.
- 3% Prepares and submits agenda items to the Board of Commissioners related to the Tax Credit Program.
- 3% Performs any other duties as assigned.

Louisiana Housing Corporation – Housing Development

06/2019



Kevin Brady

From: Kevin Brady
Sent: Monday, May 13, 2019 3:15 PM
To: Louis Russell
Subject: Lionel's job description
Attachments: Lionel Dennis position description.pdf

Louis,

When you sent a copy of Lionel's position description, you included a separate sheet that states that Lionel performs about 20% of his week performing duties related to the HOME Program, yet there is not mention of these duties in the position description. There are also services related to Technology Services that you have not incorporated into Lionel's position description. If he performs these duties, then you need to include them in the position description, assign percentages, and adjust the other percentages accordingly.

Please advise on how you would like to proceed.

Thanks,
Kevin

Kevin Brady | Human Resources Director
LOUISIANA HOUSING CORPORATION

KBrady@lhc.la.gov | www.lhc.la.gov

Phone: 225.763.8896 | Fax: 225.763.8745

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LHC PERSONNEL ACTION REQUEST (PAR) FORM

Print Form

A.

Section:	Tax Credit	Personnel No:		Today's Date:	2/6/19	Effective Date:	
Name:	Lionel Dennis	<input type="checkbox"/> Classified <input type="checkbox"/> Unclassified		<input type="checkbox"/> Student <input type="checkbox"/> Board Member	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	

B. ACTION: ☒ Pay Adjustment ☐ New Hire

Type:		Other:		Ending Date:	
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C. FROM (current position)

TO (reallocation, promotion, demotion, etc.)

Section:		Pay Level:		Section:		Pay Level:	
Supervisor/Manager:		Hrly Pay:		Supervisor/Manager:		Hrly Pay:	
BIWkly Pay:		Job Title/Job Code:		BIWkly Pay:		Job Title/Job Code:	
Position No:				Position No:			

If the position to be used is not in your T.O., which position do you want to swap out of your T.O.?

D. Justification/Remarks:

Additional Program staff needed commensurate with the increased departmental activities.
 Increased staff necessary to maintain level of efficiency and productivity.

Requesting Supervisor Signature:

Louis Russell

 Digitally signed by Louis Russell
 Date: 2019.02.06 16:32:44 -06'00'

Requesting Administrator Signature:

E. Accounting/Fiscal Approval:

Funding Available?

Approved By & Date:

F. HR OFFICIAL USE:

☐ Qualified ☐ Barred Transcript? ☐ Yes ☐ No ☐ SF3 updated? ☐ PES ☐ Perm?

Org. Unit No:

Exam Plan

☐ CPG

Special Pay?

Action Reason:

Pay Reason:

Pay Authority:

LaGov Processing:

HR Initials:

By signing this form I approve this action(s) and certify that this action(s) is in accordance with Civil Service Rules, policies and procedures; Article X of the LA Constitution; and the Uniform Classification and Pay Plans.

HR DIRECTOR & DATE

APPOINTING AUTHORITY & DATE