

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50315791

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:	08/19/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	160595
Consultant:	SLP
Supervisor:	PDA



STATECIVILSERVICE

## POSITION DESCRIPTION

Form Revision Date: 11/2016

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 POSITIONMAJOR AGENCY CODE &  
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50315791

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

HOUSING FINANCE SPECIALIST 3

CURRENT PAY LEVEL

AS615

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 ROUGEPERSONNEL SUBAREA  
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

VACANT

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / HOUSING DEVELOPMENT / QUAIL

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE SUPERVISOR

DIRECT SUPERVISOR'S POSITION NUMBER

50371504

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

STERLING COLOMB

50308493

HOUSING FINANCE SPECIALIST 3

DESIREE ARMSTEAD

50308602

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

E. Keith Cunningham, Jr.  
Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

Aug  
15,  
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.

The incumbent in this position within the progression group (Housing Finance Specialist 1, 2 and 3) serves either as a specialist or an advanced specialist in multiple programmatic areas working as a team or independently performing duties that are common to the more complex tasks relative to HOME Investment Partnerships Program (HOME) in the Housing Production Unit. The incumbent receives broad supervision from a Housing Finance Supervisor or higher level agency official, i.e., Housing Finance Manager or Housing Finance Administrator.

Duties and responsibilities are as follows:

60% Plans, organizes, and conducts various workshops on a statewide level to provide technical assistance to lenders, for-profit and non-profit developers, contractors, state and local governmental officials regarding housing goals and objectives relative to housing needs of the state and funding priorities.

Assists in the preparation of funding application packages for the allocation and distribution of available resources.

Reviews, evaluates and scores applications for funding in accordance with selection criteria in a competitive process in accordance with program rules, regulations and Louisiana Housing Corporation (LHC) requirements. Reviews and processes payment requisitions.

Enters and maintains data/ information in the Integrated Disbursement and Information System (IDIS) and Housing Development Software System (HDS) as required by management. Assists with monitoring project developments through closeout inclusive but not limited to:

1. Requests, as applicable, the cost analysis, closing index, market studies and cost certification;
2. Maintains communication with developers in regards to activities project status;
3. Prepares project status report for management; and
4. Computes after rehab value for owner-occupied rehabilitation projects.

25% Performs various reviews of federal, state and agency requirements with regards to environmental clearance, cost analysis, prepare and review closing documents, subsidy layering, and underwriting. Prepares written reports for submission to LHC management, state and federal officials.

10% Conducts program audit reviews with sub-grantees and non-profit organizations that analyze management operation, internal controls, fiscal and record management. Monitors the LHC compliance with HUD requirement with regards to HOME funds commitments, disbursement and Community Housing Development Organization (CHDO) set-a-side obligations.

5% Other duties as assigned

# Louisiana Housing Corporation – Housing Development

08/2019

