

POSITION DESCRIPTION APPROVAL

| | |
|------------------|--------------------------------------|
| Department: | 0100 - EXECUTIVE DEPARTMENT |
| Agency: | 0A04 - Louisiana Housing Corporation |
| Position Number: | 50315796 |

| | |
|---------------------------|------------------------|
| 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: | 04/07/2022 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|-------------|--------|
| Log Number: | 189208 |
| Consultant: | CDU |
| Supervisor: | JLR |



STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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 POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50315796CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Housing Finance Specialist 3CURRENT PAY LEVEL
as615CURRENT 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
50464678WORK PARISH
EBRPERSONNEL SUBAREA
5000EMPLOYEE GROUP (CHOOSE ONE)
☐ FT HOURLY
☒ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST
VACANTEmployee Qualifies For Job
☐ Yes ☐ NoHUMAN RESOURCES CONTACT
DENISE ACKOURYAGENCY/DEPARTMENT – OFFICE – DIVISION
LOUISIANA HOUSING CORPORATION / QUAIL / COMMUNITY PALNNG & DEVELOPMENTHUMAN RESOURCES TELEPHONE
(225) 763-8841OFFICIAL TITLE OF SUPERVISOR
HOUSING FINANCE SUPERVISORDIRECT SUPERVISOR'S POSITION NUMBER
50615300HUMAN 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 |
|----------------|-----------------|------------------------------|
| CAROL HOLDER | 50480329 | HOUSING FINANCE SPECIALIST 3 |
| PAUL JOHNSON | 50315791 | 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 | <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) <i>Bradley R. Sweazy</i> <i>Interim Executive Director</i> | DATE <i>4/6/22</i> | <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.

Due to the urgency of future program implementation, it is imperative that the agency is equipped with adequate staffing to facilitate all program needs. The incumbent(s) must have knowledge of Community Development Block Grant (CDBG) procedures and regulations. The incumbent(s) would need to have basic knowledge of how procurement process will work, including examination of applications and scoring criteria.

- 5%
 - Public outreach to development communities, including but not limited to organization, planning, and conducting the event to cover all flood related impacts and details of each recovery.
- 20%
 - Implementation of CDBG federal requirements, which are specific to the State's Disaster Recovery Action Plan and its Amendments for all flood related rental programs.
- 10%
 - Review application packets to ensure the applicant(s) meet CDBG-DR requirements, State/Federal regulations and program guidelines.
- 5%
 - Execute monitoring systems to focus on compliance review in accordance with the specific program requirements.
 - Provide training and technical assistance to potential applicants and shareholders. Be able to maintain and manage the pipeline of awards from the allocation to close out.
- 5%
 - Monthly and quarterly reports are to be sent to management in a timely manner.

Additional Position Requirements:

- 25%
 - The incumbent will perform program management duties for housing programs; that require monitoring program operations to ensure they are following all federal and state guidelines.
- 5%
 - This would include weekly or bi-weekly meetings with the parishes and/or their consultants to give an estimate of expenditures, and close out expended.
 - Be able to maintain current files both electronically and physically in order to efficiently implement and close out expended programs.
- 5%
 - Coordinate program management activities to oversee CEA's the state has with the parishes.
- 5%
 - Monitor end dates and spending expenditures of activities for each of the standing hurricanes, and communicates on a weekly/bi-weekly, monthly basis.

5%

- Initiate budget amendments, budget transfer, application amendments, and close out.

5%

- Continue to review all Requests for Payments, review invoices for eligible costs, and communicate to the grantee(s) regarding any issues.

5%

- Additional duties as assigned.

Louisiana Housing Corporation – Community Planning & Development

03/2022

