

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50346234

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SPEC 3
Job Code:	170510
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	10/14/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	183982
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

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
50346234CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Housing Finance Specialist 3CURRENT PAY LEVEL
AS615CURRENT OFFICIAL JOB CODE
170510REQUESTED OFFICIAL JOB TITLE
Housing Finance Specialist 3REQUESTED PAY LEVEL
AS615REQUESTED OFFICIAL JOB CODE
170510

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50353567WORK PARISH
East Baton RougePERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY
☒ FT SALARY
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST
Jackson, Jasmine

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporatin / Quail / Housing Development - CDBG

HUMAN RESOURCES TELEPHONE
(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Manager

DIRECT SUPERVISOR'S POSITION NUMBER

50465626

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

John Navarra

50534407

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

10/13/2021

☒ 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

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 rental programs to be implemented and rental units brought into commerce, it's imperative we have staff that has knowledge of CDBG processes and regulations. We are currently in the design stages of the rental programs and attention to detail of these programs is imperative.

Knowledge of procurement process: review, evaluate and rate applications for flood programs that will be launched as either an open application process or on a competitive basis. This person would need to have a basic knowledge of how procurement process will work, including examination of applications and scoring criteria.

Individual will work directly with the manager and at times OCD to create the policies for the programs that will be funded with the recovery funds

25% Implement and coordinate eligible activities necessitated by CDBG federal requirements which are specific to the State's Disaster Recovery Action Plan and its Amendments for all flood related rental programs

20% - Perform program management duties for ongoing housing programs, such as monitoring of the program operations to satisfy any state and federal regulations in relation to CDBG-DR.

10% - Monitor end dates for expenditures deadlines for activities for each of the standing hurricanes, and communicates on a weekly/bi-weekly, monthly basis.

10% - Report data on a monthly and quarterly basis to me and OCD that reflects the milestones set forth in the programs and the Action Plan.

10% - Will continue to review all Requests for Payments, review invoices for eligible costs, and communicate to the grantee(s) regarding any issues.

10% - Execute monitoring systems to focus on compliance review in accordance with the specific program requirement

5% - Initiate budget amendments, budget transfers, application amendments, and close out.

5% Weekly or bi-weekly meetings with the stakeholders for updates on estimate of expenditures, and close out dates.

5% - Be able to maintain current files both electronically and physically in order to efficiently implement and close out programs that have been expended. Be able to maintain and manage the pipeline of awards from allocation to close out.

Louisiana Housing Corporation – Housing Development

08/2021

