

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50534406

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:	12/15/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	175057
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

## 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 GROUPMAJOR AGENCY CODE &  
PERSONNEL AREA CODE

0A04

POSITION NUMBER

5053440x

☐ NEW POSITION

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

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

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

AS-615

170510

Housing Finance Specialist 3

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

ORGANIZATIONAL UNIT NUMBER

50464678

COST CENTER NUMBER /FUND

WORK PARISH

EBR

PERSONNEL SUBAREA

5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

LHC /Sustainable Housing/ Quail/ Baton Rouge

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Manager

DIRECT SUPERVISOR'S POSITION NUMBER

50465625

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

## 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 LEAVENUMBER 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

☒ 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.Edselle Keith Cunningham, Jr.  
LHC Executive DirectorDec.  
10,  
2020

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 future program implementation, it is imperative that the agency is equipped with adequate staffing to facilitate all program needs. The incumbent must have knowledge of Community Development Block Grant (CDBG) procedures and regulations. The job appointment is for three (3) years renewable at the discretion of the corporation or as funding exists. With this job, appointment attention to detail is imperative. This person would need to have a basic knowledge of how procurement process will work, including examination of applications and scoring criteria. If chosen for the position you must pass a background check and drug screen before an offer of employment is given.

5%- Of the job involves public outreach to development communities. Including but not limited to organization, planning, and conducting the event to cover all flood related impacts and the 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 applicants (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 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%- Will continue to review all Requests for Payments, review invoices for eligible costs, and communicate to the grantee (s) regarding and issues.

5% Additional Duties

# Louisiana Housing Corporation – Recovery Housing

10/2020

