

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50534407

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:	03/10/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	188059
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 GROUPMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50534407☐ NEW POSITIONCURRENT 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
50356077WORK PARISH
EBRPERSONNEL 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
NAVARRA, JOHN

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / HOUSING DEVELOPMENT

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
RICHARD BCHHOLZ	50308504	HOUSING FINANCE SPECIALIST 3
JASMINE JACKSON	50346234	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> Interim Executive Director	DATE 3/9/22	<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.

35%

- Would be involved in all areas of public outreach to the development community, including but not limited to organizing, planning, and conducting the event to cover all flood related impacts and the details of each recovery program
- 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

25%

- Review and certify feasibility and viability packages for rental housing applicants to ensure their conformity with CDBG-DR requirements, state/Federal regulations and program guidelines.
- 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.
- 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.

20%

- In addition to in-depth knowledge of CDBG programs. The following activities will also be in the day-to-day duties.
- 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.
- This would include weekly or bi-weekly meetings with the stakeholders and/or their consultants to give an estimate of expenditures, and close out dates.
- Be able to maintain current files both electronically and physically in order to efficiently implement and close out programs that have been expended.
- Coordinate program management activities to oversee CEA's the state has with the parishes.

15%

- Monitor end dates and spending expenditures of activities for each of the standing hurricanes, and communicates on a weekly/bi-weekly, monthly basis.
- Initiate budget amendments, budget transfers, application amendments, and close out.
- Will continue to review all Requests for Payments, review invoices for eligible costs, and communicate to the grantee(s) regarding any issues.

5%

- All other duties as assigned.

Louisiana Housing Corporation – Housing Development

01/2022

