

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50541411

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:	03/19/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	155685
Consultant:	DHU
Supervisor:	PDA



POSITION DESCRIPTION

Form Revision Date: 05/2016

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 POSITION

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50541411

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

Housing Finance Specialist 3

CURRENT PAY LEVEL

AS-615

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 Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

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 Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Deputy Administrator

DIRECT SUPERVISOR'S POSITION NUMBER

50353567

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
Wendy Hall	50308504	Housing Finance Specialist 3/ LHC
Lionel Dennis, Jr.	50308571	Housing Finance Specialist 3/ LHC

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>E. KEITH CUNNINGHAM, JR.</i> EXECUTIVE DIRECTOR	DATE <i>3/15/19</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.

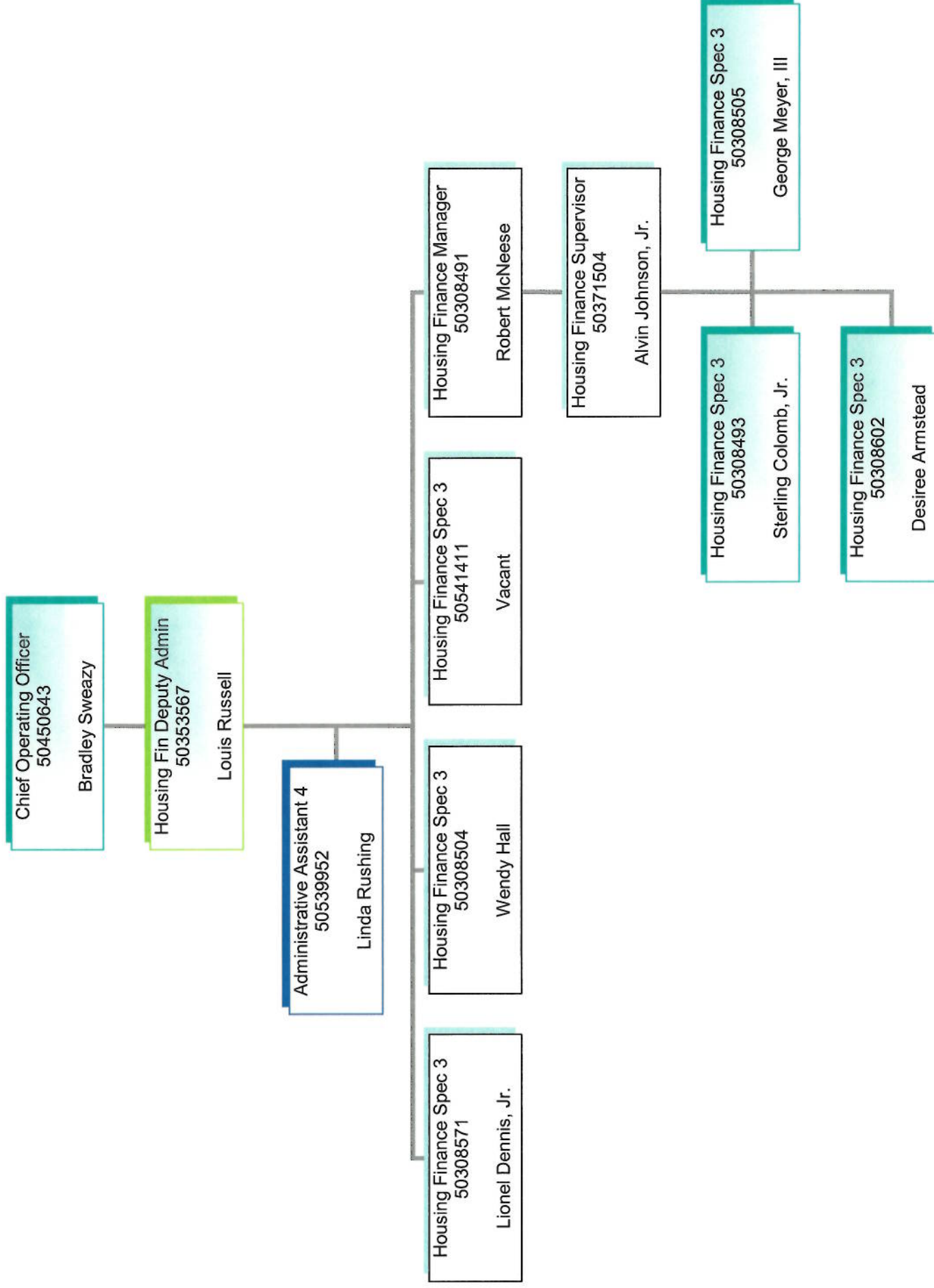
PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

- 55% Review Low-Income Housing Tax Credit applications, makes recommendation for allocation of funds, reviews carryover documents and final project cost certifications and reports on the program. Prepares reports, papers, and other records related to properties and development that receive tax credits.

Troubleshoots issues that arise with the Tax Credit Program.
- 10% Prepares and submits agenda items to the Board of Commissioners related to the Tax Credit Program.
- 10% Ensures that all records, worksheets, and work papers are adequately documented for any action taken by the Tax Credit Section.
- 10% Assists management and legal counsel with the implementation of all program guidelines, information for the annual report and legislative requests and information for the issuance of applicable federal forms.
- 5% Represents the corporation in public meetings, seminars, and other assigned public relations activities related to the Tax Credit Program.
- 5% Provides and attends appropriate training sessions and seminars to acquire and process current information on all applicable rules, guidelines, and regulations which apply to the Tax Credit Program.
- 5% Performs any other duties as assigned.

Louisiana Housing Corporation – Housing Development

03/2019



POSITION DESCRIPTION
COMMENTS

HOUSING FINANCE SPECIALIST 3
Position # 50541411

Position being added to department due to increased volume. Reusing a previous position number that was also a Housing Finance Specialist 3 CPG position in a different department.