

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50615300

Allocation Action:	New Position
Official Allocation:	HOUSING FINANCE SUPV
Job Code:	170480
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/05/2021
Position Audited:	No
Audit Date:	
Comments:	Agency confirmed this position does prepare and sign PES box not checked in error. New position# 50615300

Log Number:	178954
Consultant:	CDU
Supervisor:	JLR



POSITION DESCRIPTION

Form Revision Date: 11/2016

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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 0A04	POSITION NUMBER
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL AS617	REQUESTED OFFICIAL JOB CODE 170480

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

REQUESTED OFFICIAL JOB TITLE

HOUSING FINANCE SUPERVISOR

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) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT DENISE ACKOURY
AGENCY/DEPARTMENT – OFFICE – DIVISION LOUISIANA HOUSING CORPORATION		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 LEAVE

6	NUMBER OF DIRECT SUBORDINATES
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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) BRADLEY SWEAZY via Delegation of Authority (attached)	DATE MAY 03, 2021	<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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

Position Description

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.

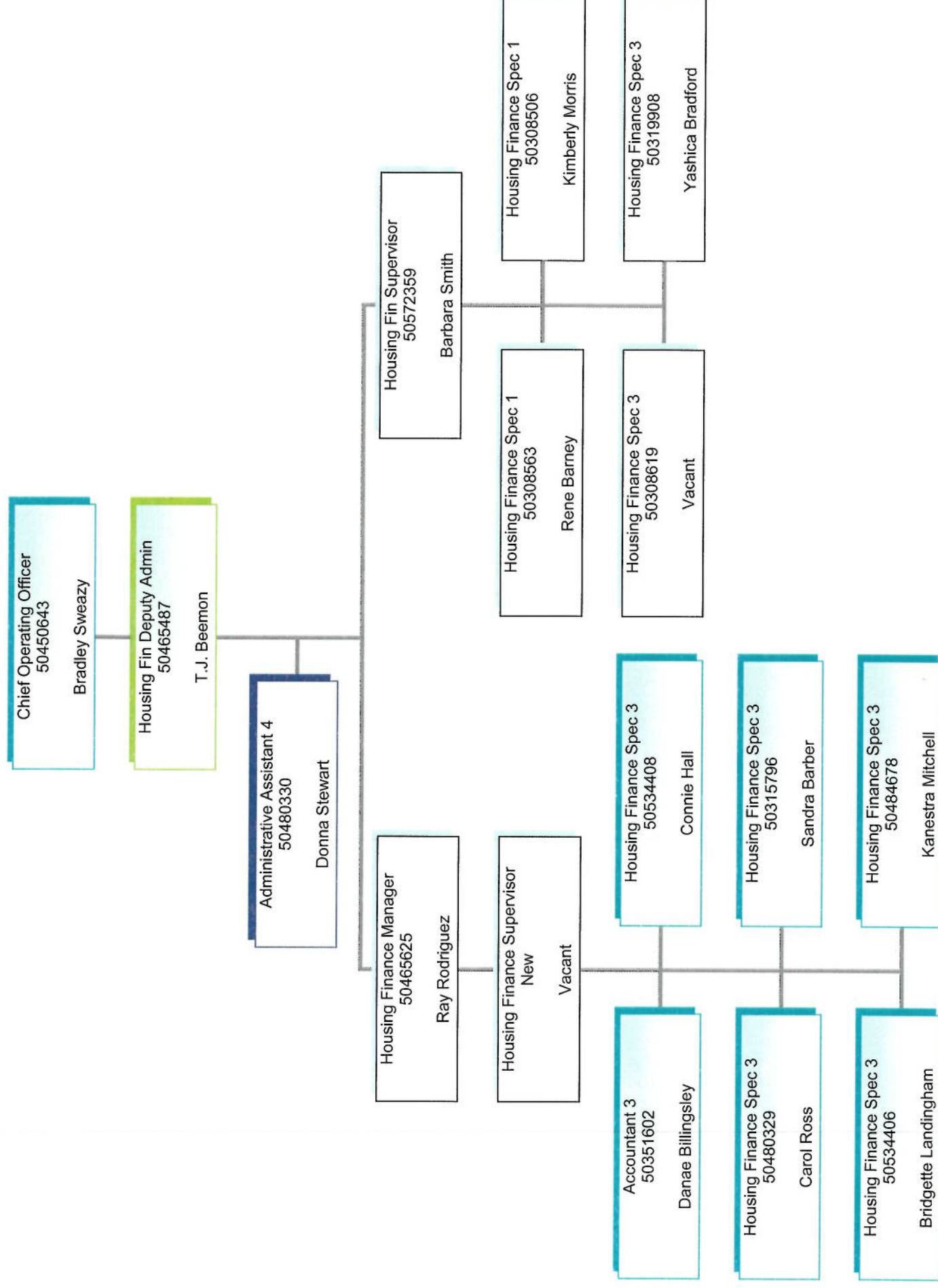
Focus Area – Flood Recovery Programs – (\$72,692,179.44 allocated)

Summary: Reporting to the Recovery Housing Department Manager, the position is primarily responsible in assisting the Manager with oversight and management of the 2016 Flood Programs which includes supervising employees.

<u>FTE%</u>	<u>Tasks</u>	<u>Description</u>
50%	Assist Manager with daily Flood Program operations, Compliance Reviews and Review of funds	Will assist Manager with day to day operations of the 2016 Flood Programs and staff Compliance reviews of assigned pipeline Help with troubleshooting with various issues that may arise daily Answer questions on files from staff or outside parties Review return of funds and monthly payments received daily from OCD for draws
30%	State, Federal and Inter-Agency	Assists Manager with coordinating tasks/projects due to LHC Executive Management and OCD-DRU. Helps with gathering data on Flood Programs. Help with development or changes of policies and procedures
10%	Administrative duties, Staffing, Training	Will assist Manager in hiring, training and development of Recovery Housing Staff. Fill in for Manager when out for help with staff and outside State agencies inquiries
10%	Monitoring and Compliance	Performs any other duties as assigned

Louisiana Housing Corporation – Recovery Housing

05/2021



DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF Evangeline

BEFORE ME, the undersigned Notary, duly commissioned and qualified in the Parish and State aforesaid, personally came and appeared:

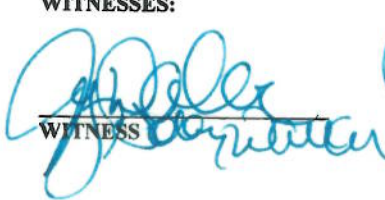
**JENNIFER VIDRINE, CHAIR
LOUISIANA HOUSING CORPORATION BOARD OF DIRECTORS**

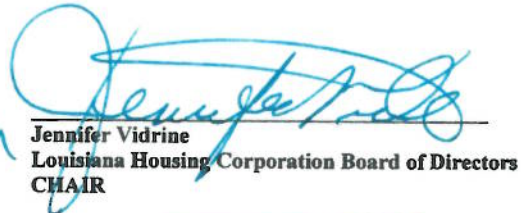
who, having been duly sworn, did depose and say:

1. That she is Chair of the Louisiana Housing Corporation Board of Directors (the "Board");
2. That she does hereby delegate and authorize the appointing authority of the Louisiana Housing Corporation (the "Corporation") to Bradley R. Sweazy effective April 15, 2021 through such time as she and/or the Board determine that such appointment shall cease to be effective, to act as appointing authority, to sign all documents to the same effect as the appointing authority, including, but not limited to, the authority to take, initiate, approve, and sign formal disciplinary actions, take action and sign the documentation necessary to hire, promote, grant merit increases, and any and all other personnel actions involving any and all employees of the LHC and LHA; and
3. That she does hereby delegate the authority to Bradley R. Sweazy to sign contracts, agreements, and any and all other documents that bind the Corporation, and which are necessary to be signed during the effective period of this delegation of authority.

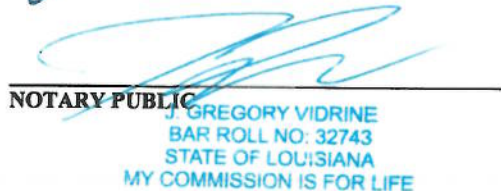
THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Ville Platte, Louisiana this 15 day of April, 2021.

WITNESSES:


WITNESS


Jennifer Vidrine
Louisiana Housing Corporation Board of Directors
CHAIR


WITNESS Barry E. Brooks


NOTARY PUBLIC
J. GREGORY VIDRINE
BAR ROLL NO: 32743
STATE OF LOUISIANA
MY COMMISSION IS FOR LIFE

Recovery Housing, has expanded to a capacity that would be more efficient and effective of a supervisor position. This would also provide more opportunity for hands on assistance with our staff, which will allow management to focus on requests and needs of executive staff, reporting, etc. We also will have another round of program funding made available to us very soon, which will require more efforts from our department. I think we have some wonderful staff that could be considered for this role as well.

Recovery Housing has accepted over 160 applications for our flood recovery programs alone. Each application requires attention to detail and case management throughout the application process. Currently, these applications are assigned to Connie Hall and Kanestra Mitchell, but we recently started to incorporate Danae Billingsley and Carol Ross to assist with the compliance and monitoring of the flood recovery applications, which is another one of our responsibilities as program administrator.

LHC Recovery Housing was recently given the authorization to launch another round of the Louisiana Neighborhood Rental Property Program and the City of Baton Rouge has asked Recovery Housing to implement another round of the Baton Rouge Rebuilds Developer Program, both of which will require outreach and application intake efforts.

As a manager, I often assist our staff with tasks that would typically be performed by a housing specialist because we don't have enough staff to spread the workload. Below I have tried to capture and summarize the weight of responsibility our department carries, which I feel needs to be considered when proposed to leadership for approval.

Recovery Housing Active Workload

2016 Floods

Since the 2016 Floods, LHC Recovery Housing has been tasked with developing and implementing the following CDBG-DR Programs:

1. Louisiana Neighborhood Landlord Rental Property Program Phase I
 - Budget: \$41,447,884.00
 - Project Delivery: \$3,886,619.49
 - Balance: \$35,249,465.44
 - Applications: 80+
 - Units: 320+
2. Baton Rouge Rebuilds Landlord Rental Property Program
 - Budget: \$2,157,039.93
 - Project Delivery: \$423,768.93
 - Balance: \$454,073.46
 - Applications: 13
 - Units: 23
3. Baton Rouge Rebuilds Developer Program
 - Budget: \$5,273,575.72
 - Project Delivery: \$428,105.72
 - Balance: \$5,551,755.25
 - Applications: 28+
 - Units: 70+

4. Louisiana Neighborhood Landlord Rental Property Program Phase II
 - Budget: \$16,500,000.00
 - Project Delivery: \$2,475,000.00
 - Balance: \$16,457,000.00
 - Applications: 42+
 - Units: 74+
5. Louisiana Neighborhood Landlord Rental Property Program Phase III
 - Budget: \$9,466,325.00
 - Project Delivery: \$2,208,363.92
 - Balance: \$9,466,325.00
 - Applications: TBD
 - Units: TBD
 - Need to publish NOFA, conduct outreach, application intake, etc.
6. Baton Rouge Rebuilds Developer Program 2
 - The City of Baton Rouge provided an additional \$1.7 million to LHC requesting the funds be expended through the BR Rebuilds Developer Program Phase II
 - Need to publish NOFA, conduct outreach, application intake, etc.