



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  
50580797CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
Housing Finance SupervisorCURRENT PAY LEVEL  
AS617CURRENT OFFICIAL JOB CODE  
170480

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  
50353567WORK 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  
Hall, Wendy

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 ) 763-8700

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

## 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

3

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)

Joshua G. Adams  
Executive Director  
PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

8/31/22

- ☒
- 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.

## 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.

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75%

Supervises, direct and manage the day-to-day activities of the departmental staff. Responsible for written correspondence and timely responses to requests for information. Review and resolves staff concerns and issues; reviews invoices submitted by contracted service providers. Review and approve staff timesheets and leave requests. Responsible for monthly board material and attends monthly board meetings.

20%

Participate in the interviewing and selection process of personnel. Facilitate the participation of staff to develop, implement, and continuously improve customer service delivery to ensure attainment of the core strategies and mission of the agency; coach and support staff in the development and implementation of work plans and/or initiatives working cooperatively and interdependently with others and all departments. Develop communication plans and establish tracking processes to ensure completion of initiatives and work plans, which include employees' performance evaluations, and recommends termination and disciplinary action if needed;

5% - Other duties as assigned.

# Louisiana Housing Corporation – Housing Development

08/2022

