

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50565973

Allocation Action:	New Position
Official Allocation:	PUB INFO OFF 2
Job Code:	164830
Pay Level:	AS-613
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/07/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	154164
Consultant:	KMJ
Supervisor:	HHH



CLASSIFIED WAE POSITION DESCRIPTION

Form Revision Date: 11/2016

TYPE OF REQUEST

Check appropriate request boxes.

☐ UPDATE

☒ NEW POSITION

☐ MASTER

PERSONNEL AREA CODE

0A04

POSITION NUMBER

CURRENT OFFICIAL JOB TITLE

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

Executive Management Officer

REQUESTED PAY LEVEL

AS-618

REQUESTED OFFICIAL JOB CODE

173450

INFORMATION REQUIRED FOR NEW POSITION

FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT

50028981

COST CENTER NUMBER

WORK PARISH

East Baton Rouge

PERSONNEL SUBAREA

5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY

☐ FT SALARY

☒ PT HOURLY

GENERAL INFORMATION

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Executive Administration - Quail Drive Location

OFFICIAL TITLE OF SUPERVISOR

Executive Director

DIRECT SUPERVISOR'S POSITION NUMBER

50308469

COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME

POSITION NUMBER

OFFICIAL JOB TITLE/AGENCY

ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart (required)

☒ Duties / Responsibilities (required)

☐ Comments

☐ MJD Position Numbers

ADDITIONAL INFORMATION

PLEASE PROVIDE JUSTIFICATION ON WHY THIS POSITION IS NEEDED ON A TEMPORARY BASIS.

Prior to downsizing in 2016, the Louisiana Housing Corporation (LHC) had an unclassified position titled Director of Government Affairs, whose responsibilities included serving as the single point of contact for legislators, congressional members, and other public officials, serving as the director for the Housing and Transportation Planning Coordinating Commission, directing and coordinating activities for public officials, and other executive level activities. Before re-establishing the unclassified executive level position, LHC's Executive Team needs someone to coordinate the communication between and the coordination of activities

between LHC and public officials. If the need grows and LHC sees the need to address a position at a higher professional level, then the agency has the option to do so without displacing a potentially permanent state employee.

ADDITIONAL INFORMATION

IF BASED ON AN INITIATIVE OF THE APPOINTING AUTHORITY, EXPLAIN THE PROGRAM OR PROJECT BASED ON THIS INITIATIVE AND THE LEVEL AND DURATION OF THIS WORK.

AGENCY APPROVAL

SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE

PRINT NAME AND TITLE OF PERSON SIGNING THIS REQUEST

E. Keith Cunningham, Jr., Executive Director

DATE

February
06, 2019

CONTACT INFORMATION (HUMAN RESOURCES CONTACT)

NAME

Kevin Brady

EMAIL

kbrady@lhc.la.gov

PHONE NUMBER

225-763-8896

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.

25% Serves as liaison between LHC staff and state-wide and local elected officials, legislators, congressional members, and other public officials.

25% Provides timely and accurate communication to legislative inquiries and requests from other state agencies.

25% Makes recommendations to the Executive Team as how to best resolve communication and requests to ensure program accomplishments in preparation for legislative review.

25% With Outreach, coordinates and plans activities with local, state, and federal officials, legislators, and others to ensure an efficient and effective operation of programs and services.

Louisiana Housing Corporation – Executive Administration

02/2019

