

POSITION DESCRIPTION APPROVAL



Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50332441

Allocation Action:	Reallocated Down
Official Allocation:	AUDITOR 4
Job Code:	171420
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/11/2017
Position Audited:	No
Audit Date:	
Comments:	Business Re-org effective 05/11/2017.

Log Number:	131698
Consultant:	KCW
Supervisor:	HHH



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

50332441

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

Auditor Supervisor

CURRENT PAY LEVEL

AS-618

CURRENT OFFICIAL JOB CODE

158550

REQUESTED OFFICIAL JOB TITLE

Auditor 4

REQUESTED PAY LEVEL

AS-618

REQUESTED OFFICIAL JOB CODE

171420

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER
50378206

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

Bringier-Harris, Konchetta

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Internal Audit/Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Audit Director 1

DIRECT SUPERVISOR'S POSITION NUMBER

50370933

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

Sterling Bertrand

50487820

Auditor 4

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) E. KEITH CUNNINGHAM, EXEC. DIRECTOR	DATE 3/6/17	<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.

The Auditor 4 reports directly to the Audit Director 1. The Audit 4 directly assists the Audit Director in managing all aspects of the Agency's internal performance, operational and compliance audits of Agency Programs.

50% Develops audit standards, policies, and procedures for Louisiana Housing Corporation.

Establishes audit objectives and develops audit programs including time estimates, plan of work and steps necessary to collect data and document findings. Uses a variety of data analysis techniques and innovative approaches to analyze performance and identify areas of improvement.

On a continuing basis, reviews the efficiency and effectiveness of departmental operations. Evaluates the adequacy of internal controls to include data processing controls, both general and application. Verifies compliance with regulatory and contractual requirements.

Responsible for the development of audit findings and summaries. Completes and reviews work and conducts negotiations. Prepares preliminary drafts of the audit report.

30% Monitors assignments of audit staff to ensure timely completion and performs detailed quality assurance reviews of work papers and report drafts to ensure completeness, accuracy, objectivity of audit reports and consistency with government auditing standards.

Interviews department staff in data gathering and analysis. Advises department administrators of audit findings which will impact agency activities.

Interprets laws, rules, and regulations which will impact the audit program at LHFA and ensure agency compliance with all mandated changes.

Provides tracking system to follow up on all findings of internal and external audits.

Reviews and analyzes accounting records and program data to determine whether Corporation program objectives are being achieved. Evaluates program results.

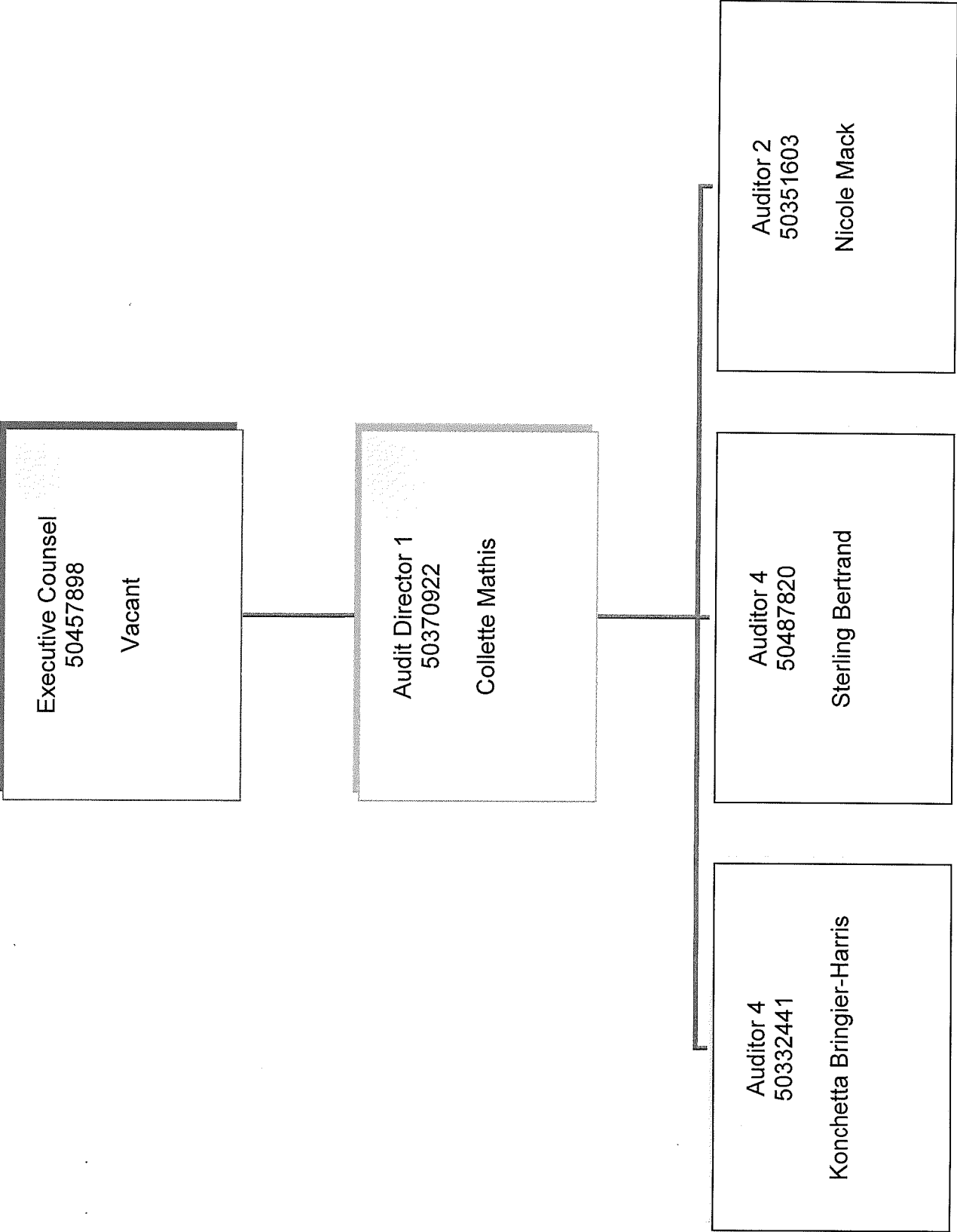
10% Works with audit staff in the annual tracking of audits received by LHC from sub-recipients.

5% Works with staff, auditees, other employees, public and private officials, outside agencies and the general public in gathering data and explaining findings and recommendations.

5% Completes assignments as requested by management in addition to those projects identified in our annual audit plan.

Louisiana Housing Corporation – Internal Audit

Post Reorg



DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

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


EDSELLE KEITH CUNNINGHAM, JR.

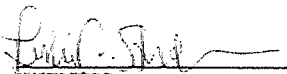
who, having been duly sworn, did depose and say:

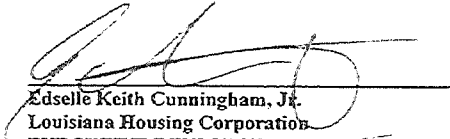
1. That he is the duly appointed Executive Director of the Louisiana Housing Corporation (the "LHC"), thus serving as "appointing authority" as defined in the Civil Service Rules; and
2. That he does hereby delegate and authorize his appointing authority as LHC Executive Director to Kevin Brady, in his absence effective on March 6, 2017 through the earlier of March 9, 2017 or his return to the office, to act in his stead 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
3. That he does hereby delegate his authority as LHC Executive Director to sign contracts, agreements, and all documents that bind the LHC, and which are necessary to be signed during his absence.

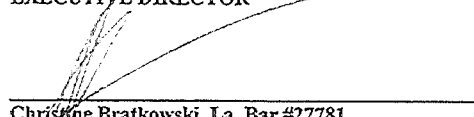
THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Baton Rouge, Louisiana this 2nd day of March 2017.

WITNESSES:


WITNESS
Miriam Bowie


WITNESS
Leslie C. Strahan


Edselle Keith Cunningham, Jr.
Louisiana Housing Corporation
EXECUTIVE DIRECTOR


Christine Bratkowski, La. Bar #27781
NOTARY PUBLIC
Commission expires upon death