

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50372453

Allocation Action:	Affirmed
Official Allocation:	ATTORNEY 3
Job Code:	160600
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/11/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181934
Consultant:	CDU
Supervisor:	JLR



## POSITION DESCRIPTION

Form Revision Date: 7/2021

## 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  
50372453CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
ATTORNEY 3CURRENT PAY LEVEL  
AS620CURRENT OFFICIAL JOB CODE  
160600

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  
50378205WORK 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  
PLEZETTA WEST

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / LEGAL

HUMAN RESOURCES TELEPHONE

( 225 ) 763-8841

OFFICIAL TITLE OF SUPERVISOR

ATTORNEY GENERAL COUNSEL 1

DIRECT SUPERVISOR'S POSITION NUMBER

50468982

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
VACANT	50372452	ATTORNEY 3
VACANT	50368542	ATTORNEY 3

## 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) <b>Bradley R. Sweazy</b> <b>LHC Interim</b> <b>Executive Director</b> <i>Bradley R. Sweazy</i>	DATE <b>AUG 10, 2021</b>	<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

## 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 Attorney 3 performs pertinent legal work for the Louisiana Housing Corporation (LHC), including, but not limited to, the following duties:

**50% - Documentation Preparation and Review and Programmatic Guidance**

- Attorney will provide advisory and programmatic support for new flood-related programs resulting from the August 2016 flooding event, including:
  - Preparation and review of contract documents;
  - Interpretation of existing contract documents to ensure adherence to program guidelines and applicable regulations
  - Preparation and review of policies, program documents, and correspondence
  - Preparation and review of resolutions
  - Participation in negotiations and drafting and preparation of compliance real estate and development transactions, loans and construction projects
  - Provide input and feedback in programmatic creation, implementation, and audits
  - Maintain both department and organization-wide perspective when considering information, issues and challenges
  - Conduct business through cross department participation and review, two-way communication and accountability
  - Leads the agency charge and renders high level specialized legal opinions in Inter-Agency special projects; Engages in high level Inter-Agency and Related Federal Partner discussions.

**25% - Cross-Cutting Federal Regulations Advisor**

- Attorney will provide legal support to LHC executive management and program administrators relative to the following cross-cutting regulations:
  - Section 3, Equal Opportunity Employment
  - Davis-Bacon and Related Acts, and Labor and Compliance generally
  - Limited Scope Environmental Review Process pursuant to part 58 and part 50 of HUD regulations
  - Section 504, Americans with Disabilities Act, and Accessibility Standards, generally
  - Compliance monitoring assistance with transfer request and re-syndications
  - Fair Housing, including the Analysis of Impediments and/or Assessment of Fair Housing for the State of Louisiana

**10% - Legal Research and Counsel**

- Lead counsel for all Agency wide Emergency Rental Assistant Programmatic matters
- Conduct legal and policy research in response to program administrators and executive management questions of law and policy
- Assist in the development and implementation of internal policies and procedures
- Participate in program meetings, board meetings and legislative proceedings
- Assist in Agency's response and attention to Tax Sales, Foreclosure, and Inscriptions

**10% - Hearing Officer for Project-Based Voucher and Continuum of Care Programs**

- Respond to program participants' requests for informal review of application denials and informal hearings of program decisions.
- Preside over hearings requested by program participants and issue binding decisions in writing, subject to certain substantive and timeframe requirements.

5% - Litigation.

- Monitors claims and litigation involving the Agency
- Work with outside counsel assigned to the litigation
- Participate in settlement conferences and court appearances
- Counsel and work with agency employees involved in litigation

# Louisiana Housing Corporation – Executive Counsel

06/2021

