

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50368542

Allocation Action:	Reallocated Up
Official Allocation:	ATTORNEY 4
Job Code:	171470
Pay Level:	AS-621
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/19/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181223
Consultant:	CDU
Supervisor:	JLR



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
50368542CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Attorney 3CURRENT PAY LEVEL
AS-620CURRENT OFFICIAL JOB CODE
160600REQUESTED OFFICIAL JOB TITLE
Attorney 4REQUESTED PAY LEVEL
AS-621REQUESTED OFFICIAL JOB CODE
171470

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

ORGANIZATIONAL UNIT NUMBER
50378205WORK PARISH
East Baton RougePERSONNEL 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

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Nakesla Blount

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation/Quail/Legal Services

HUMAN RESOURCES TELEPHONE

(225) 763.8896

OFFICIAL TITLE OF SUPERVISOR

Executive Counsel

DIRECT SUPERVISOR'S POSITION NUMBER

50457898

HUMAN RESOURCES EMAIL

nblount@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
Plezetta West	50372453	Attorney 3/Louisiana Housing Corporation
Vacant	50368542	Attorney 3/Louisiana Housing Corporation

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) Bradley R. Sweazy LHC Interim Executive Director	DATE 7/15/21	<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 4 performs highly specialized and complex legal work for the Louisiana Housing Corporation (LHC).

35% Procurement, Grants, and Contracts

- Responsible for developing a strategic approach to the corporate procurement and material management process for the purchase of direct and indirect goods and services.
- Monitor, review, and analyze bids and quotes including the negotiation of service agreements and contracts.
- Manage current procurement policies, procedures, and programs with a focus on the ability to enhance organizational value and efficiency.
- Draft and review contracts, and internal policies to ensure compliance with all statutory and legal requirements.
- Serve as the primary contact for procurement-related questions, training, policy and procedure implementation and alignment by all departments.
- Responsible for activities required to solicit, prepare, submit, and manage grant proposals on behalf of the corporation.
- Develop an annual plan for securing grant funding from allowable sources and ensure goals are achieved.
- Collaborate with corporation departments to gather necessary information and comply with grant reporting requirements.
- Monitor new and pending legislation that will impact the corporation projects and developments.
- Serve as a liaison for the corporation with federal, state, and local grant program officials.
- Communicate to corporation board members regarding grant funding sources and grant status.

25% Blighted and Adjudicated Properties

- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of zoning and related municipal codes and ordinances.
- Facilitate the conveyance of blighted and adjudicated properties to a new owner.
- Prepares for hearings by reading cases, appeals, rulings, documents, files, and investigation reports.
- Conduct due process adjudication hearings concerning entitlement to benefits or the imposition of sanctions as defined by state or federal law or regulation.

20% Title Examination and Environmental Assessment

- Examine deeds, deeds of trust, liens, judgments, easements, and plats/maps to determine ownership, encumbrances, and to verify legal descriptions of property.
- Analyze chain of title and preparation of reports outlining title-related matters.
- Compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records.
- Review laws, codes, and regulations promulgated by environmental control agencies at all levels and assess the impact on operations and real property.
- Oversee various activities pertaining to environmental issues and drafting environmental policies on behalf of the corporation.
- Responsible for environmental assessment preparation, review, and monitoring and evaluation.
- Advise on steps and actions to mitigate potential or existing negative impacts of development activities.
- Analyze technical information, writing reports about development proposals or issues, and establish work plans for the conduct and completion of environmental assessments.
- Responsible for preparing draft policy and position papers regarding the environmental impact assessment process and other matters.

15% Administrative Law and Regulatory Compliance

- Provide strategic compliance support to help ensure corporate initiatives and business processes comply with applicable laws and regulations.
- Work with department heads to make recommendations on program-related issues to ensure compliance with various regulations and rules.
- Research laws, agency policies, and interpretations and other decisions in preparing final decision.
- Handle all company litigation/administrative actions by supervising and working with outside legal counsel.

5% Other Duties

- Perform any other duties as assigned.

Louisiana Housing Corporation – Executive Counsel

07/2021

