

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50315797

Allocation Action:	Reallocated Lateral
Official Allocation:	POLICY PLANNER 2
Job Code:	126270
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	07/23/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	159692
Consultant:	SLP
Supervisor:	PDA



# POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION  
DEPARTMENT OF STATE CIVIL SERVICE  
P.O. BOX 94111 – CAPITOL STATION  
BATON ROUGE, LA 70804-9111  
[SCSPDS@la.gov](mailto: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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE  OA04	POSITION NUMBER  50315797
CURRENT PAY LEVEL  AS-615	CURRENT OFFICIAL JOB CODE  170510
REQUESTED PAY LEVEL  AS-615	REQUESTED OFFICIAL JOB CODE  126270

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

Housing Finance Specialist 3

REQUESTED OFFICIAL JOB TITLE

Policy Planner 2

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

ORGANIZATIONAL UNIT NUMBER 50536390	COST CENTER NUMBER /FUND	WORK PARISH East Baton Rouge	PERSONNEL SUBAREA 5000
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST Angelica Pearson	Employee Qualifies For Job <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT Denise Ackoury
AGENCY/DEPARTMENT – OFFICE – DIVISION Louisiana Housing Corporation/Strategic Initiatives/Quail Drive		HUMAN RESOURCES TELEPHONE ( 225 ) 763-8841
OFFICIAL TITLE OF SUPERVISOR Business Analytics Specialist	DIRECT SUPERVISOR'S POSITION NUMBER 225-763-8846	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
Sawazi A. Daniel		Policy Planner 2

## 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, JR. EXECUTIVE DIRECTOR PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE July 23, 2019	<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.

%	Tasks	Job Duties
20%	Grant Writing	<ul style="list-style-type: none"> <li>Identify, define, and develop funding sources to support existing and planned program activities.</li> <li>Preparation of proposal and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities related by not limited to affordable housing and services.</li> <li>Engage with Program Administrators (as needed) and coordinate the development, writing, and submission of grant proposals to third-party entities.</li> <li>Generate proposals and supporting documents in response to solicitations.</li> <li>Identify funding opportunities and new program areas to match the Corporation's priorities, using research tools.</li> </ul>
20%	Research and Analysis	<ul style="list-style-type: none"> <li>Measure and report on the impact of the Corporation's affordable housing investments and services.</li> <li>Conduct market research and data collection.</li> <li>Interpret data, formulate reports and make recommendations based upon research findings.</li> <li>Encompass the ability to transform data into information, to support the leadership team in creating effective policy and business decisions.</li> </ul>
30%	Project Management	<ul style="list-style-type: none"> <li>Serve as a team lead for multiple special projects.</li> <li>Initiate and lead policy research projects involving new initiatives, and concepts to determine feasibility with the corporation's mission, strategic objectives and financial resources.</li> <li>Forecast, budget, oversee and ensure the project strategy and timeline is on schedule.</li> <li>Ensure key participants are on tasks with the project deliverables.</li> <li>Coordinate and disseminate key information, and create special projects status reports.</li> </ul>
25%	Writing	<ul style="list-style-type: none"> <li>Write annual submissions to housing journals to engage, and educate the public on the corporation's investments and best practices in the affordable housing industry.</li> <li>Develop and publish informational stories in the corporation's monthly housing policy newsletter in collaboration with the leadership team.</li> <li>Generate story ideas around the corporation's programs and services, cultivate sources, research and fact check information with the ability to draft work independently for final edits and approval.</li> </ul>
5%	Performs other duties as assigned.	
100%		

**COMMENTS****POSITION # 50315797**

On July 16, 2018, this position and the incumbent were moved from the Performance Based Contract Administration Department to the Strategic Initiatives Department. There were some skills missing in the Strategic Initiatives department that the incumbent possessed.

Since the position moved, the incumbent has been performing the duties of the position. The agency requests allocation to a Policy Planner 2 because the duties and responsibilities of this position mirror the duties and responsibilities of the current Policy Planner 2 in the department.

The incumbent qualifies for the Policy Planner 2 by possession of a bachelor's degree, one year of experience substituted with the incumbent's master's degree, and one year of experience performing the duties of the position. These duties have recently been updated on the incumbent's Civil Service application; which is known because the incumbent recently applied for a vacancy within the agency.

# Louisiana Housing Corporation – Strategic Initiatives

07/01/2019

