

DEPARTMENT OF STATE CIVIL
SERVICE
P.O. BOX 94111-CAPITOL
STATION
BATON ROUGE, LA 70804-9444

UNCLASSIFIED POSITION AUTHORITY
APPROVAL

Form Est: 01/2017



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50462763
Multiple position numbers:	No



Unclassified Authority Action:	Commission Approved 4.1(d)2 Position Renewed
Official Unclassified Job Title:	DIRECTOR
Job Code:	503820
Pay Range Minimum:	43.27
Pay Range Maximum:	60.09
Approval From:	10/31/2019
Approval To (Expiration Date):	10/30/2023
Additional Hours Approved:	
Comments:	



Log Number:	161315
Consultant:	SLP
Supervisor:	PDA



STATECIVILSERVICE

REQUEST FOR EXEMPTION FROM
THE CLASSIFIED SERVICE

Form Revision Date: 03/2019

STATE CIVIL SERVICE
P.O. BOX 94111 - CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

AGENCY NAME	MAJOR AGENCY CODE	PERSONNEL AREA CODE
Louisiana Housing Corporation		0A04

TYPE OF REQUEST

<input type="checkbox"/> DIRECTOR APPROVED [4.1(d)1] 1245 hour limit in a 12 month period <input type="checkbox"/> NEW POSITION AUTHORITY PROPOSED EFFECTIVE DATE <input type="checkbox"/> RENEWAL OF POSITION AUTHORITY <input type="checkbox"/> EXTENSION OF 1245 HOUR RESTRICTION (Commission approval required) ADDITIONAL HOURS REQUESTED	<input checked="" type="checkbox"/> COMMISSION APPROVED [4.1(d)2] <input type="checkbox"/> NEW POSITION AUTHORITY PROPOSED EFFECTIVE DATE <input checked="" type="checkbox"/> RENEWAL OF POSITION AUTHORITY
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NEW POSITION AUTHORITY INFORMATION

JOB TITLE	JOB CODE (if known)	WORKING JOB TITLE (if used)	REPORTS TO (JOB TITLE)
PAY RANGE (Hourly)	NUMBER OF POSITIONS REQUESTED	LENGTH OF TIME POSITION(S) NEEDED	

INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

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

RENEWAL OF POSITION AUTHORITY INFORMATION

CURRENT EXPIRATION DATE 10/30/2019	CURRENT POSITION NUMBER(S) 50462763	NUMBER OF POSITIONS 1	
JOB TITLE Policy Director	JOB CODE (if known) 503820	WORKING JOB TITLE (if used) Policy Director	REPORTS TO (JOB TITLE) Executive Director
PAY RANGE (Hourly) \$90,000 - \$125,000	NUMBER OF HOURS WORKED (in previous appointment period) <i>43.27 - 60.09 hourly</i> Applies to Director Approved [4.1(d)1] Positions Only		
EMPLOYEE NAME(S) Vacant	EMPLOYEE ID(s)		

EXTENSION OF 1245 HOUR RESTRICTION INFORMATION

EMPLOYEE NAME(S)	EMPLOYEE ID(s)		
POSITION NUMBER(S)	JOB TITLE	JOB CODE	
EFFECTIVE DATE OF APPOINTMENT	ONE YEAR APPOINTMENT EXPIRATION DATE	NUMBER OF HOURS EMPLOYEE HAS ALREADY WORKED IN THIS POSITION? Hours as of Date	

ADDITIONAL INFORMATION

Please explain why a classified appointment is not appropriate for this position (i.e. unique background or qualifications) What makes these duties distinctively different from similar duties in the classified service?

The LHC administers several programs and initiatives that include the IRS Tax Credits for developers of multi-family housing developments, down payment assistance for first-time home-buyers, weatherization, and energy assistance, rehabilitation and restoration of properties, Market to Market, Housing Trust Fund, Day Care rebuilding program, HOPE partnerships and other partnerships with local, state, federal and private institutions, Property Management, and Construction of Affordable Housing. The incumbent is delegated with the responsibility

of development, establishment, implementation, coordination, and monitoring of policy, strategic planning, and legislative activities. Oversees rule establishment activities affecting housing issues statewide. The incumbent exercises functional supervision over higher level personnel with the LHC on a project basis. Duties are performed independently under the broad administrative direction of the Executive Director.

As the state's housing finance agency, LHC has an ongoing need to be politically proactive in local, state, and federal arenas. The corporation operates from self-generated revenue in part through the administration of federal programs which necessitates a productive working relationship with our federal legislative delegation as well as state and local elected officials. The incumbent will participate in roundtable and information sessions with the federal delegation which is not limited to district tours, meetings in Washington, D.C., and correspondence specific to the impact of pending legislation. At the state and local level, the incumbent will participate in meetings relative to housing in local areas, serve as the point of contact for constituent issues, provide information to legislators and represents the corporation in committee hearings. During the 6-8 week legislative session, it will take up 75% of the incumbent's time.

This position is unique to the agency and the incumbent needs a very specific skillset to carry out the designated functions on behalf of the LHC, including some functions involving direct coordination with legislators on both the State and Federal level. Additionally, the incumbent would be the LHC representative at events, such as those in political arenas, that are prohibited under Civil Service Rules for employees in the Classified service.

The position is highly specialized and requires the incumbent to possess a strong technical skillset with a background in housing, legislative affairs, and public policy. The position also requires knowledge of housing conditions in rural and urban Louisiana, and a deep understanding of the federal, state, and local political landscape in Louisiana.

If based on an initiative of the Agency Head, 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



DATE

08/14/19

Print Name and Title of Person Signing this Request

E. Keith Cunningham, Jr., Executive Director

CONTACT INFORMATION (HUMAN RESOURCES)

NAME Kevin Brady

EMAIL kbrady@lhc.la.gov

Phone Number

225- 763-8896

JOB DUTIES AND RESPONSIBILITIES

ORGANIZATIONAL CHART MUST BE ATTACHED

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 Policy Director is an Executive Team member who works directly with the Executive Director of the Louisiana Housing Corporation and is responsible for a wide variety of complex research, policy, planning, and evaluation of projects such as the development of the agency's Strategic Plan, Customer Service Plan, and enterprise efforts by implementing communication strategies to broaden the impact of the Corporation's programs.

45% Administers an evaluation of departmental rules and policies and coordination of departmental priorities. Coordinates planning related task forces, projects, and committees in areas critical to the LHC. Makes recommendations to the Executive Officer. Oversees projects designed to assess long range planning needs of LHC. Meets or confers with officials of federal, state, and local agencies, professional organizations, contractors, etc. as necessary on matters related to LHC. Institutes and/or participates in meetings to achieve various goals of the LHC, and represents the LHC as necessary. Supervises subordinate planner and formulates current and long range plans for the department. Reviews and supervises the development of projects, and serves as the principal advisor to the Executive Director in recommending action on such projects.

25% Ensures that assistance is available to Housing Stakeholders and that effective communication exists between LHC and other housing entities. Issues or supervises the issuance of new/revised departmental policies and memoranda, including preparing the issuances in the appropriate format to accomplish placement on the Intranet.

10% Creates housing policy manuals in coordination with Program Administrators and the Leadership Team. Develops and supervises the system through which housing rules and regulations are developed, revised, and promulgated, in accordance with the LHC Act and/or Louisiana Administrative Procedures Act, as set out by law.

10% Coordinates the LHC's legislative activities through working with the LHC Executive Director, Chief Administrative Officer, Fiscal Officer, and each LHC management staff.

5% Assists the Executive Director in the accomplishment of the Corporation's legislative goals during regular and special sessions. Determines and oversees the tracking of legislative bills which either impact or of interest to the corporation and keeps LHC executive staff informed of status.

5% Coordinates the preparation of programmatic and fiscal impact statements requested by the Legislative Fiscal Office and provides information about the impact of legislation to staff in the Governor's Office and DOA Budget Office. Performs other duties as assigned.

Louisiana Housing Corporation – Executive Administration

07/2019

Executive Director
50308469

Keith Cunningham

Confidential Assistant
50361437

Barry Brooks

Director of Public
Affairs
50479588

Na'Tisha Natt

Human Resources
Director A
50308483

Kevin Brady

Accountant
Administrator 4
50336261

Carlos Dickerson

Executive Counsel
50457898

Jessica Guinn

Chief Operating Officer
50450643

Bradley Sweazy

Policy Director
50462763

Vacant