

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50368552

Allocation Action:	Affirmed
Official Allocation:	PUB INFO OFF 3
Job Code:	164840
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	02/09/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	187007
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

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 GROUPMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50368552

NEW POSITION

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

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE
Public Information Officer 3REQUESTED PAY LEVEL
AS-615REQUESTED OFFICIAL JOB CODE
164840

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

ORGANIZATIONAL UNIT NUMBER
50378207WORK 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

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation/ Public Affairs / Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Director of Public Information (unclassified)

DIRECT SUPERVISOR'S POSITION NUMBER
50479588HUMAN 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	50554567	Public Information Officer 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) <i>Bradley R. Sweazy</i> Bradley R. Sweazy Interim Executive Director	DATE 2/9/20	<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 Public Information Officer will perform daily communications tasks in the Public Affairs Office, working primarily to keep the Website, social media platforms and e-mail newsletter up to date.

40%

- Serves as the primary point of contact for constituent services requests. Provides customer service support via online chat, email, and phone calls. Receives, responds to, and archives constituent services requests. Tracks, monitors, analyzes, and reports constituent support volume, request type, time allocation, etc.
- Orders and distributes promotional items. Develops, tracks, and analyzes inventory management system for promotional items. Updates digital signage on a regular basis. Copies, edits, and proofreads documents.

40%

- Serves as point of contact for internal teams and maintains departmental project management departmental project management system, calendar of events, meeting requests, etc. Serves as primary or secondary point of contact for designated vendors. Works with team to coordinate, develop, record, and implement departmental policies and procedures. Works directly with Human Resources and essential departments to create, disseminate, and analyze digital communications including but not limited to public notices, internal and external surveys as well as team notices and newsletters. Works with cross-functional teams to develop, manage, and deploy employee engagement activities. Manages email accounts and correspondence.
- Researches, collects, analyzes, and documents industry and market research. Identifies industry-specific best practices related to the usage of digital and traditional mediums. Assists in the creative development of short videos, social media graphics, marketing campaigns, community initiatives, events, etc. Assists with daily operations functions such as monitoring inventory, monitoring brand mentions, database management, etc.

10%

- Requests, monitors, and maintains records of purchase orders, invoices, receipts, contracts, etc. Ensures that accounting documents are submitted on-time and to the appropriate point of contact.

5%

- Prepares an end-of-the-year (fiscal) report on budget, constituent serves request, and employee engagement. Photographs and record external and internal events.

5%

- Obtains ongoing professional development to enhance skills and knowledge. Performs other duties as assigned.

Louisiana Housing Corporation – Public Information

02/2022

Interim Executive Director
50308469
Bradley Sweazy

Director of Public Affairs
50479588
VACANT

Public Info Director 1
50370935
VACANT

Public Info Officer 3
50554567
VACANT

Public Information Officer 3
50368552
Vacant

Public Information Officer 3
50468985
Vacant