

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50468985

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:	187006
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
5048985☐ NEW POSITIONCURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Public Information Officer 3CURRENT PAY LEVEL
AS615CURRENT OFFICIAL JOB CODE
164840

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
50378207WORK 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

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation / Public Information / Quail

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Director of Public Affairs

DIRECT SUPERVISOR'S POSITION NUMBER

50479588

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

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

☐ I certify that the information in this document is true and correct to the best of my knowledge.
☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

DIRECT SUPERVISOR

DATE

☐ I certify that I agree with this document.
☐ 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
Interim Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

☒ I certify that I agree with this document.
☐ 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 3 will develop and implement public relations programs and plans for both ongoing and new programs within the Corporation; interact with top level Corporation staff and news media representatives to persuade them to take certain actions; conduct regular public relations campaigns with assistance of top level executive and administrative staff; and serve as web and electronic commerce administrator for the Corporation.

45%

- Assist with the daily functions of the Public Information Office, including researching and writing press releases, messaging points, letters and other communication materials, planning press events/outreach, and working with media as needed; assist in the development and implementation of media campaigns and publications to disseminate information to all interested parties regarding the Corporation's programs and initiatives; monitor media outlets for coverage of the housing initiatives relative to the Corporation; assist with the website for the Corporation and post news items/updates as needed; initiate and create designs and articles for publications through all media formats; and consult and advise program staff on publication needs.

35%

- Assist in the planning and execution of promotional and informational events; design/create ancillary materials for events; coordinate attendance of Corporation staff, Board Members, and stakeholders at events; and represent the Corporation when making logistical arrangements for events.

15%

- Serve as the Corporation's photographer; attend promotional and informational events; and download and catalog Corporation photographs for various uses.

5% Perform 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

