

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308486

Allocation Action:	Affirmed
Official Allocation:	HOUS FIN MGR
Job Code:	163710
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/24/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	194702
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 GROUP

NEW POSITION

MAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04

POSITION NUMBER

50308486

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

CURRENT PAY LEVEL

A3619

CURRENT OFFICIAL JOB CODE

163710

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
50464678WORK PARISH
EBRPERSONNEL SUBAREA
0A04

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 / QUAIL / DISASTER

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE DEPUTY ADMINISTRATOR

DIRECT SUPERVISOR'S POSITION NUMBER

50465487

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
CARRIE PATTERSON	50465621	HOUSING FINANCE MANAGER
CODY HENDERSON	50308501	HOUSING FINANCE MANAGER

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

1

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) Joshua G. Hollins Executive Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE AUG. 22, 2022	<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.

Focus Area – Flood Recovery Programs – (\$72,692,179.44 allocated)
Hurricanes Laura & Delta – (\$196,198,226.00 allocated)

Summary: Reporting to the Recovery Housing Deputy Administrator, the position is primarily responsible in assisting the Deputy Administrator with oversight and management of the Hurricane Isaac Recovery Housing Program Closeout, 2016 Flood Programs, and Hurricanes Laura & Delta Recovery Programs, which includes supervising employees.

<u>FTE%</u>	<u>Tasks</u>	<u>Description</u>
50%	Assist Deputy Admin with daily Recovery Program operations, Compliance Reviews and Review of funds	Will assist Deputy Administrator with day to day operations of all Recovery Housing CDBG-DR Programs Compliance reviews of assigned pipeline Help with troubleshooting with various issues that may arise daily Answer questions on files from staff or outside parties Review return of funds and monthly payments received daily from OCD for draws
30%	State, Federal and Inter-Agency	Assists Deputy Admin with coordinating tasks/projects due to LHC Executive Management and OCD-DRU. Helps with gathering data on all Recovery Housing CDBG-DR Programs. Help with development or changes of policies and procedures
10%	Administrative duties, Staffing, Training	Will assist Deputy Admin in hiring, training and development of Recovery Housing Staff. Fill in for Deputy Admin when out for help with staff and Outside State agencies inquiries
10%	Monitoring and Compliance	Performs any other duties as assigned

Louisiana Housing Corporation – DISASTER RECOVERY

08/2022

