

POSITION DESCRIPTION APPROVAL



Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50308505

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SPEC 3
Job Code:	170510
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/22/2017
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	132151
Consultant:	KCW
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 05/2016

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	POSITION NUMBER
0A04	50308505
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
AS-615	170510
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

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

Housing Finance Specialist 3

REQUESTED OFFICIAL JOB TITLE

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

ORGANIZATIONAL UNIT NUMBER 50356077	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			EMPLOYEE SUBGROUP (CHOOSE ONE) <input type="checkbox"/> NON-EXEMPT <input checked="" type="checkbox"/> EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST Dickey, Janelle	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/Multi-Family Programs/Quail Drive		HUMAN RESOURCES TELEPHONE (225) 763-8700
OFFICIAL TITLE OF SUPERVISOR Housing Finance Supervisor	DIRECT SUPERVISOR'S POSITION NUMBER 50371504	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
Desiree Armstead	50308602	Housing Finance Specialist 3
Sterling Colomb	50308493	Housing Finance Specialist 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

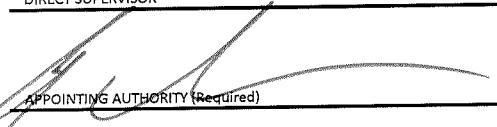
6 ATTACHMENTS

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)  KEITH CUNNINGHAM-HAM, EXEC. DIRECTOR	DATE 3/21/17	<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 incumbent in this position within the progression group (Housing Finance Specialist 1, 2 and 3) serves either as a specialist or an advanced specialist in multiple programmatic areas working as a team or independently performing duties that are common to the more complex tasks relative to HOME Investment Partnerships Program (HOME) in the Housing Production Unit. The incumbent receives broad supervision from a Housing Finance Supervisor or higher level agency official, i.e., Housing Finance Manager or Housing Finance Administrator.

Duties and responsibilities are as follows:

60% Plans, organizes, and conducts various workshops on a statewide level to provide technical assistance to lenders, for-profit and non-profit developers, contractors, state and local governmental officials regarding housing goals and objectives relative to housing needs of the state and funding priorities.

Assists in the preparation of funding application packages for the allocation and distribution of available resources.

Reviews, evaluates and scores applications for funding in accordance with selection criteria in a competitive process in accordance with program rules, regulations and Louisiana Housing Corporation (LHC) requirements. Reviews and processes payment requisitions.

Enters and maintains data/ information in the Integrated Disbursement and Information System (IDIS) and Housing Development Software System (HDS) as required by management. Assists with monitoring project developments through closeout inclusive but not limited to:

1. Requests, as applicable, the cost analysis, closing index, market studies and cost certification;
2. Maintains communication with developers in regards to activities project status;
3. Prepares project status report for management; and
4. Computes after rehab value for owner-occupied rehabilitation projects.

25% Performs various reviews of federal, state and agency requirements with regards to environmental clearance, cost analysis, prepare and review closing documents, subsidy layering, and underwriting. Prepares written reports for submission to LHC management, state and federal officials.

10% Conducts program audit reviews with sub-grantees and non-profit organizations that analyze management operation, internal controls, fiscal and record management. Monitors the LHC compliance with HUD requirement with regards to HOME funds commitments, disbursement and Community Housing Development Organization (CHDO) set-a-side obligations.

5% Other duties as assigned

Louisiana Housing Corporation – Multi Family Division

01/01/2017

