

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50315796

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SPEC 3
Job Code:	170510
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	04/07/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189208
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 POSITIONMAJOR AGENCY CODE &  
PERSONNEL AREA CODE  
0A04POSITION NUMBER  
50315796CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
Housing Finance Specialist 3CURRENT PAY LEVEL  
as615CURRENT OFFICIAL JOB CODE  
170510

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  
5000EMPLOYEE GROUP (CHOOSE ONE)  
☐ FT HOURLY  
☒ FT SALARY  
☐ PT HOURLY

COST CENTER

GRANT

FUND

WBS ELEMENT

ORDER

## 3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST  
VACANTEmployee Qualifies For Job  
☐ Yes ☐ NoHUMAN RESOURCES CONTACT  
DENISE ACKOURYAGENCY/DEPARTMENT – OFFICE – DIVISION  
LOUISIANA HOUSING CORPORATION / QUAIL / COMMUNITY PALNNG & DEVELOPMENTHUMAN RESOURCES TELEPHONE  
( 225 ) 763-8841OFFICIAL TITLE OF SUPERVISOR  
HOUSING FINANCE SUPERVISORDIRECT SUPERVISOR'S POSITION NUMBER  
50615300HUMAN 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
CAROL HOLDER	50480329	HOUSING FINANCE SPECIALIST 3
PAUL JOHNSON	50315791	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) <i>Bradley R. Sweazy</i> PRINT NAME AND TITLE OF APPOINTING AUTHORITY <i>Interim Executive Director</i>	DATE <i>4/6/22</i>	<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.

Due to the urgency of future program implementation, it is imperative that the agency is equipped with adequate staffing to facilitate all program needs. The incumbent(s) must have knowledge of Community Development Block Grant (CDBG) procedures and regulations. The incumbent(s) would need to have basic knowledge of how procurement process will work, including examination of applications and scoring criteria.

5%

- Public outreach to development communities, including but not limited to organization, planning, and conducting the event to cover all flood related impacts and details of each recovery.

20%

- Implementation of CDBG federal requirements, which are specific to the State's Disaster Recovery Action Plan and its Amendments for all flood related rental programs.

10%

- Review application packets to ensure the applicant(s) meet CDBG-DR requirements, State/Federal regulations and program guidelines.

5%

- Execute monitoring systems to focus on compliance review in accordance with the specific program requirements.
- Provide training and technical assistance to potential applicants and shareholders. Be able to maintain and manage the pipeline of awards from the allocation to close out.

5%

- Monthly and quarterly reports are to be sent to management in a timely manner.

### Additional Position Requirements:

25%

- The incumbent will perform program management duties for housing programs; that require monitoring program operations to ensure they are following all federal and state guidelines.

5%

- This would include weekly or bi-weekly meetings with the parishes and/or their consultants to give an estimate of expenditures, and close out expended.
- Be able to maintain current files both electronically and physically in order to efficiently implement and close out expended programs.

5%

- Coordinate program management activities to oversee CEA's the state has with the parishes.

5%

- Monitor end dates and spending expenditures of activities for each of the standing hurricanes, and communicates on a weekly/bi-weekly, monthly basis.

5%

- Initiate budget amendments, budget transfer, application amendments, and close out.

5%

- Continue to review all Requests for Payments, review invoices for eligible costs, and communicate to the grantee(s) regarding any issues.

5%

- Additional duties as assigned.

# Louisiana Housing Corporation – Community Planning & Development

## 03/2022

