

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50484678

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:	10/10/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	150835
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

0A04

POSITION NUMBER

50484678

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

Housing Finance Specialist 3

CURRENT PAY LEVEL

AS-615

CURRENT 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
50464678

COST CENTER NUMBER /FUND

WORK PARISH
East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST
Mitchell, Kanestra

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/ Recovery Housing / Quail Drive

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

Connie Hall

50534408

Housing Finance Specialist 3 / LHC

Willie Plain, Jr.

50480329

Housing Finance Specialist 3 / LHC

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)

E. KATH CUNNINGHAM
EXEC DIRECTOR

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.

- 50% Assists with the implementation of the Homeowner Rehab Program and the creation of the guidelines and the forms necessary for the operations of the program. Participates in the review of the proposals and make eligibility determination for funding in accordance with the program regulations and LHC's policy.

Monitors sub-recipients that utilize funding from the program to ensure that targeted benchmarks are met. Monitors and evaluates implementation of program to ensure accountability for federal regulations, prepares progress reports and other correspondence for the program and provide the manager and program administrator for review.

Establishes and facilitates effective working relationships between partners. Investigates complaints of program violations. Assists with developing and updating program policy and procedure manuals. Provides reports and updates to management.

Reviews title searches prepared by title companies to assist with program and applicant eligibility. Reviews and approves scopes of work to comply with housing quality standards, and related regulations. Reviews and approves documentation and cost estimates of required rehabilitation work.

Reviews, monitors, and approves requisitions /requests, waivers and change orders.

Obtains the necessary documentation from sub-recipients to ensure program benchmarks are completed and include eligible application intake, inspections, title searches, construction work, etc. Maintains neat files and records and documentation to reflect any and all actions taken.

- 20% Assists in the implementation of the Louisiana Neighborhood Landlord Rental Program, work with applicants within the program to gather the necessary documentation to verify eligible, provide construction monitoring, and ultimate award of funds via the creation of draw requests.

Provides annual monitoring and compliance based on program policies.

- 15% Develops and implements a monitoring system for tracking the housing units and the stages of rehabilitation work performed. Applies knowledge of federal and state requirements and regulations in the preparation of written reports and conduct meetings with housing partners on the program requirements.

Participate in local, *state*, and national conferences and training seminars.

- 10% Provides technical assistance on program implementation and assist sub-recipients with meeting benchmarks to ensure housing rehabilitation is accomplished.
- 5% Performs any other duties as assigned.

Louisiana Housing Corporation –Recovery Housing

09/2018

