

POSITION DESCRIPTION APPROVAL

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50617417

Allocation Action:	Affirmed
Official Allocation:	ADMIN PROG SPEC B
Job Code:	168100
Pay Level:	AS-614
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	06/28/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	192587
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

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 POSITIONCURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
ADMINISTRATIVE PROG SPEC BMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50617417CURRENT PAY LEVEL
AS614CURRENT OFFICIAL JOB CODE
168100REQUESTED OFFICIAL JOB TITLE
HOUSING FINANCE SPECIALIST 3REQUESTED PAY LEVEL
AS615REQUESTED OFFICIAL JOB CODE
170510

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

ORGANIZATIONAL UNIT NUMBER
50571942WORK 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
VACANT

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / RENTAL ASSISTANCE

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE SUPERVISOR

DIRECT SUPERVISOR'S POSITION NUMBER

50371501

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
KAFAYAT ALLI-BALOGUN	50474241	HOUSING FINANCE SPECIALIST 3
LATONYA MARTIN	50575203	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>Joshua G. Hollins</i> Executive Director	DATE 6/27/22	<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.

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

Managing data and record keeping of services fees for all CoCs.

A PHA will be allocated a one-time services fee to support its efforts in implementing and operating an effective EHV services program that will best address the needs of EHV eligible individuals and families in its jurisdiction. The amount allocated to each PHA will be equal to \$3,500 for each EHV allocated to the PHA. Note that the services fee amount is not tied to each voucher, but instead is the combined total of the services fees are available to the PHA to design a menu of services that will best address the leasing challenges faced by the EHV eligible families in the PHA's community. The PHA may use the services fee to provide any or all of the defined eligible uses to assist families to successfully lease unites with the EHV's.

The PHA is strongly encouraged to consult with its CoC and its other homeless services/victim services referral partners in establishing which activities it will undertake in support of EHV's and any parameters or requirements regarding the application of those activities.

The service fees fall into four main components comprised of specific activities:

- Housing Search Assistance.
- Security Deposit/Utility Deposit/Rental Application/Holding Fee Uses.
- Owner-related uses.
 - Owner recruitment and outreach
 - Owner incentive and/or retention payments
- Other eligible uses
 - Moving expenses (including move-in fees and deposits)
 - Tenant-readiness services.
 - Essential household items.
 - Renter's insurance if required by the lease.

75%

Managing data for Voucher Management System reporting:

Because EHV's are funded from a separate appropriation than the regular HCV's, HUD will modify VMS to track the following data points for EHV's from participating PHA's:

- Emergency Housing Vouchers- Leasing
- Emergency Housing Vouchers- HAP Expenses
- Emergency Housing Vouchers- Preliminary Fee Expenses
- Emergency Housing Vouchers- Placement/Issuance Reporting Fee Expenses
- Emergency Housing Vouchers- Ongoing Administrative Fee Expenses
- Emergency Housing Vouchers- Services Fee – Housing Search Assistance Expenses
- Emergency Housing Vouchers- Services Fee – Security/Utility Deposit/Rental Application/Holding Fee Expenses
- Emergency Housing Vouchers- Services Fee- Owner Incentive Expenses
- Emergency Housing Vouchers- Services Fee – Other Expenses
- Emergency Housing Vouchers- Number of New Vouchers Issues but Not Under HAP Contract as of the Last Day of the Month
- Emergency Housing Vouchers- HAP Expenses After the First of the Month
- Emergency Housing- FSS Escrow Deposits
- Emergency Housing Vouchers- FSS Escrow Forfeitures This Month
- Emergency Housing Vouchers- Fraud Recovery Total Collected This Month
- Emergency Housing Vouchers- Unrestricted Net Position Funds (UNP) as of the Last Day of the Month
- Emergency Housing Vouchers- Restricted Net Position Funds (RNP) as of the Last Day of the Month
- Emergency Housing Vouchers- Cash/Investment as of the Last Day of the Month

The PHA must enter the data on a monthly basis into VMS. These reporting requirements also apply to MTW agencies.

25% Other Duties include:

- PHAs are required to work with community partners such as the CoC in order to qualify for EHV.
- EHV may have a separate waiting list.
- Normal restrictions on PHA denial of assistance such as criminal record, prior eviction, fraud and others are waived -- therefore PHAs are not required to deny applicants an EHV under those conditions except for a conviction for having a meth lab in federally assisted housing and/or lifetime sex offender registration. Other issues are not a problem.
- On the other hand, a PHA may prohibit admission for certain items if it consults with the CoC
- Verification of SSN and citizenship or eligible immigration status are also waived for the first 90 days.

Louisiana Housing Corporation – Louisiana Housing Authority

05/2022

