

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50474233

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:	06/28/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	192586
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 POSITIONMAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04POSITION NUMBER
50474233CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
HOUSING FINANCE MANAGERCURRENT PAY LEVEL
AS619CURRENT 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
50571942WORK PARISH
EBRPERSONNEL SUBAREA
5000

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
CHAWUNA PARKEREmployee Qualifies For Job
☒ Yes ☐ NoHUMAN RESOURCES CONTACT
DENISE ACKOURYAGENCY/DEPARTMENT – OFFICE – DIVISION
LOUISIANA HOUSING CORPORATION / QUAIL / LHA - RENTALHUMAN RESOURCES TELEPHONE
()OFFICIAL TITLE OF SUPERVISOR
CHIEF OPERATING OFFICERDIRECT SUPERVISOR'S POSITION NUMBER
50450643HUMAN 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
LIZA BERGERON	50465626	HOUSING FINANCE MANAGER
ROBERT MCNEESE	50308491	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 LEAVENUMBER 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. Hollis Executive Director	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.

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 Housing Finance Manager, aka Voucher Manager, is responsible for the oversight of all the Project-Based Voucher, VASH, and NED Mainstream Voucher processing functions, program development, contract administration, and all support functions. The Housing Finance Manager provides leadership, supervision, and management of Voucher staff.

- 20% Leads the establishment of procedures, processes, and solutions to accomplish the scope of work of the Voucher programs and ensures implementation of adopted policy and procedures.
- 10% Evaluates and interprets HUD regulations for the Voucher programs.
- 10% Analyzes external factors affecting program performance such as federal funding allocations, legislation, and housing market conditions, and develops organizational strategies to address changing conditions, soften adverse effects and capitalize on opportunities.
- 10% Monitors and controls planning, budgeting, and policy making.
- 10% Monitors Voucher allocation and reporting.
- 10% Directs staff performance management and requires prompt resolution through personnel actions if necessary.
- 10% Analyzes and secures available resources as needed to ensure continuity of operations.
- 5% Ensures that staff are appropriately trained and equipped to perform their assigned responsibilities.
- 5% Implements and manages contract services, including the development of management and monitoring plans.
- 5% Monitors work and action plans necessary to accomplish work tasks and to make adjustments where needed.
- 5% Performs any other duties as assigned.

