

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50617406

Allocation Action:	New Position
Official Allocation:	HOUS FIN SPEC 2
Job Code:	163690
Pay Level:	AS-613
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/17/2021
Position Audited:	No
Audit Date:	
Comments:	New position # 50617406

Log Number:	180368
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

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 POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE 0A04	POSITION NUMBER
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
REQUESTED PAY LEVEL AS615	REQUESTED OFFICIAL JOB CODE 170510

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

REQUESTED OFFICIAL JOB TITLE

HOUSING FINANCE SPECIALIST 3

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

ORGANIZATIONAL UNIT NUMBER 50571942	COST CENTER NUMBER /FUND	WORK PARISH EBR	PERSONNEL SUBAREA 5000
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EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY
 ☒ FT SALARY
 ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT DENISE ACKOURY
AGENCY/DEPARTMENT – OFFICE – DIVISION LOUISIANA HOUSING CORPORATION / QUAIL / RENTAL ASSISTANCE - LHA		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

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) PRINT NAME AND TITLE OF APPOINTING AUTHORITY Bradley R. Sweazy LHC Interim Executive Director	DATE June 16, 2021	<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.

- 20% - Perform accurate and proficient processing of Waiting List applications, New Admissions, Annual recertification's, Transfers, Interims, End of Participation, and all administrative functions of the Rental Assistance Program.
- 20% - Work in conjunction with all program partners to acquire timely and accurate documentation in an effort to issue Vouchers, Tenancy Addendums, and Notices of Rent to successfully acquire and maintain 98-100% lease-ups. Strive to execute a minimum of 12-15 annual recertification's on a weekly basis.
- 20% Ensure timely submission of correspondence to owners and tenants of Notices of Rent or any household subsidy changes. Gather critical data, including 3rd party verifications, and accurately entering into Yardi to produce error free 50058s on all household members. Troubleshoot and correct PIC/EIV errors to produce and transmit accurate data to HUD.
- 15% Maintain accurate and up-to-date tenant files assuring most current 50058s are stored timely in the tenant folder. Organize and preserve all tenant files in accordance with the Personally Identifiable Information policy and procedure to assure the highest level of confidentiality.
- 15% - Extend clear directives on the Rental Assistance Program policies and procedures to prospective owners, tenants, and program partners. Accurately and effectively convey program information verbally and written to all program partners, clients, and owners as deemed necessary.
- 10% - Schedule and facilitate Residential Advisory Board meetings in accordance with the Louisiana Housing Authority Administrative Plan program requirements. Project a positive image through prompt, courteous and professional customer service to our clients/tenants, owners, and program partners. Any additional tasks as assigned by management as deemed necessary.

Louisiana Housing Corporation – Louisiana Housing Authority

05/2021

