

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

| | |
|------------------|--------------------------------------|
| Department: | 0100 - EXECUTIVE DEPARTMENT |
| Agency: | 0A04 - Louisiana Housing Corporation |
| Position Number: | 50474239 |

| | |
|---------------------------|------------------------|
| 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: | 05/29/2019 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|-------------|--------|
| Log Number: | 157964 |
| Consultant: | SLP |
| Supervisor: | PDA |

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 50474239 |
| CURRENT PAY LEVEL AS615 | CURRENT OFFICIAL JOB CODE 170510 |
| REQUESTED PAY LEVEL AS615 | REQUESTED OFFICIAL JOB CODE 170510 |

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

HOUSING FINANCE SPECIALIST 3

REQUESTED OFFICIAL JOB TITLE

HOUSING FINANCE SPECIALIST 3

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

| | | | |
|--|--------------------------|--------------------|---------------------------|
| ORGANIZATIONAL UNIT NUMBER 50464677 | COST CENTER NUMBER /FUND | WORK PARISH EBR | PERSONNEL SUBAREA 5000 |
|--|--------------------------|--------------------|---------------------------|

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

YORK, AMY

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / LHA / MID-CITY / BATON ROUGE

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

HOUSING FINANCE MANAGER

DIRECT SUPERVISOR'S POSITION NUMBER

50474233

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

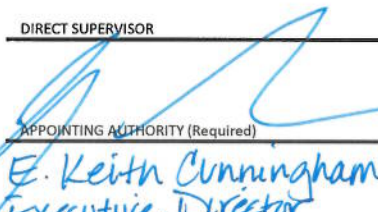
6 ATTACHMENTS

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)  E. Keith Cunningham Executive Director | DATE 5/21/19 | <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 LHC incorporates the Louisiana Housing Authority which oversees the Permanent Supportive Housing Project Based Voucher Department (PBV).

20% Responsible for ensuring activities leading to contract execution are achieved within established timeframes and key dates are entered into the tracking software and system of record to avoid delays in the leasing process.

20% Clearly explain PBV program benefits and regulations through phone calls and/or emails. Accept, track and review applications ensuring that any missing information is collected prior to contract execution. Effectively and efficiently convey information verbally and in writing to all parties involved regarding the PSH PBV. Maintain contract files utilizing established protocol; maintain a record of all contracts including expiration date.

20% Contact owners at least 90 days prior to contract expiration date to advise them of the renewal process. Prepare contract renewal documents, including all requisite exhibits, rent analysis, and rent determination. Obtain owner's signature, have executed, and send fully executed renewal contract packages to the owner.

20% Respond to owner inquiries related to the contract documents and ensure that owner /managers have current Permanent Supportive Housing (PSH) Project Based Voucher (PBV) program materials and information about policies and procedures.

15% Upon notification of owner/manager non-compliance, work with staff to determine appropriate actions. Ensure that owners are notified and given appropriate amount of time to correct contract deficiencies prior to removal of unit(s) from contract(s) and/or cancellation of the contract(s).

5% Other duties as assigned

Louisiana Housing Corporation – Louisiana Housing Authority

06/2019

