

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50484679

Allocation Action:	Reallocated Up
Official Allocation:	HOUS FIN SPEC 2
Job Code:	163690
Pay Level:	AS-613
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	06/21/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	180470
Consultant:	CDU
Supervisor:	JLR

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

50484679

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

HOUSING FINANCE SPECIALIST 3

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

HOUSING FINANCE SPECIALIST 1

AS615

170510

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

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING CORPORATION / QUAIL / RENTAL ASSIST - 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

Kafayat Alli Balogun

50474241

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

☐ 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)

BRADLEY R. SWEAZY
LHC Interim-Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

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.

- 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

06/2021

