

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50371501

Allocation Action:	Job Correction
Official Allocation:	HOUSING FINANCE SUPV
Job Code:	170480
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/11/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	194247
Consultant:	CDU
Supervisor:	JLR



STATE CIVIL SERVICE

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
50371501CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
HOUSING FINANCE SUPERVISORCURRENT PAY LEVEL
AS-617CURRENT OFFICIAL JOB CODE
170480

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
0A04

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

VACANT

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT - OFFICE - DIVISION

LOUISIANA HOUSING CORPORATION/QUAIL DRIVE/RENTAL

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

4

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)

Joshua G. Hawkins
Executive Director
PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

8/10/22

- ☒
- 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.

Overview

This Housing Supervisor will supervise a team of Housing Finance Specialists and will primarily be responsible for ensuring that all tasks related to contract administration, unit administration, and quality control are processed accurately, timely, and proper documentation into hard files are maintained.

Housing Finance Supervisor Responsibilities

10% Establishes performance standards, regularly monitors individual productivity, quality, and customer service; hold staff accountable; provides staff with frequent feedback concerning their performance and conducts annual employee performance reviews. Monitors quality control reports and other performance management reports, and ensures that corrections are made within established timeframes when errors are noted.

10% Responsible for managing the performing of monthly quality control reviews ensuring that results of quality control reviews are completed timely and data compiled is in a usable format when presented to the program manager.

30% Monitors the performance quality and ensures that issues and recommendations for solutions or improvements are communicated to program management and staff. Responsible for ensuring that staff has conducted all reviews related to SEMAP, and has prepared and maintained the required backup documentation for HUD certification submittal. Responsible for ensuring that staff gathers documentation for audits and prepares responses to auditor inquiries are gathered and presented to auditors timely.

10% Responsible for the management of any and all unit activity leading to contract execution, including but not limited to adding new units to the database, ensuring inspections are assigned and results entered into the database, processing of abatements, processing rent reasonableness reviews, environmental reviews, and Quality Control for all voucher programs.

10% Responsible for ensuring staff updates payment standards and utility allowance schedules annually, and a quality control review of schedules prior to distribution is performed.

10% Maintains a solid working knowledge of Housing Choice Voucher and Project Based Voucher, VASH and Mainstream program regulations and program administration in order to offer guidance to staff and assist with compliance training as needed.

10% Provide training on various aspects of Housing Choice Voucher programs as appropriate. Ensures that staff are appropriately trained and equipped to perform their assigned responsibilities. Provide training and orientation for new employees and refresher training for existing employees in all program areas, including but not limited to fair housing and reasonable accommodation, Yardi Voyager software, EIV, LHA and LHC policies and procedures.

10% Responsible for Staff compliance with all relevant Louisiana Housing Corporation, Louisiana Housing Authority, HUD regulations, and internal policies, procedures, and processes. Explains policies and procedures clearly to others.

Louisiana Housing Corporation – LHA / Rental

08/2022

