

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50474234

Allocation Action:	Affirmed
Official Allocation:	HOUSING FINANCE SUPV
Job Code:	170480
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/16/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	187219
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
50474234CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
Housing Finance SupervisorCURRENT PAY LEVEL
AS617CURRENT OFFICIAL JOB CODE
170480REQUESTED OFFICIAL JOB TITLE
Housing Finance SupervisorREQUESTED PAY LEVEL
AS617REQUESTED OFFICIAL JOB CODE
170480

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
100

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME - LAST, FIRST
Ellis, LokiEmployee Qualifies For Job
☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT - OFFICE - DIVISION

Louisiana Housing Corporation / Quail / Rental Assistance

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Housing Finance Manager

DIRECT SUPERVISOR'S POSITION NUMBER
50474233HUMAN RESOURCES EMAIL
Denise Ackoury

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Tonika Smart	50371501	Housing Finance Supervisor

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

5

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) <i>Bradley R. Sweazy</i> PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE	<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.

30% -

- Responsible for supervising a team of Housing Finance Specialists and Intern(s) ensuring that all tasks related to new admissions eligibility determination and leasing, interim and annual recertification, transfers, rent increases, termination of assistance, and proper filing of documentation into hard files are maintained. Responsible for staff compliance with all relevant Louisiana Housing Authority (LHA) policy, HUD regulations, and internal policies, procedures, and processes.
- Responsible for ensuring the maintenance of tenant files are complete and contains required records following established protocol, entry of required and accurate data and transactions are properly entered into Yardi (system of record). Ensures the implementation of adopted program policies and procedures. Recommends and implement process improvements.
- Recommends appropriate Administrative Plan revisions & drafts. Update and implements new procedures as deemed necessary.
- Responsible for developing a mechanism to assist with ensuring, on a consistent bases, that all operational duties are completed timely and accurately. Responsible for developing a schedule or other type of method to monitor staff's performance and follow-up on a consistent bases when necessary.

30% -

- Responsible for coordinating activities with the Louisiana Department of Health (LDH) and Service Providers, developing and maintaining positive and effective working relationships. Works with Housing Finance Manager and program staff to establish procedures, processes and solutions to accomplish established objectives of the voucher programs that meet LHA and HUD performance requirements. Project a positive image through prompt, courteous, and professional customer service to our clients/tenants, owners, and program partners. Responsible for ensuring that program staff place high priority on relationships with our Business Partners and clients, communicate frequently, and provide excellent customer service. Clearly explain voucher program benefits and regulations through phone calls and/or emails. Effectively and efficiently convey information verbally and in writing.
- Create a healthy working environment that results in high performing work groups and low staff turnover. Extend clear directives on voucher program policies and procedures to vendors, business partners, and other program participants.

30% -

- 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 time-frames when errors are noted. Provide training on various aspects of the 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, Enterprise Income Verification (EIV), LHA and LHC policies and procedures.

10% -

- Any additional tasks assigned by management as deemed necessary.

Louisiana Housing Corporation – Louisiana Housing Authority

02/2022

