

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50474242

Allocation Action:	Affirmed
Official Allocation:	IT LIAISON OFFICER 3
Job Code:	166370
Pay Level:	TS-310
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	03/10/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	188060
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
0A04

POSITION NUMBER

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
IT LIAISON OFFICER 3CURRENT PAY LEVEL
TS310CURRENT OFFICIAL JOB CODE
166370REQUESTED OFFICIAL JOB TITLE
IT LIAISON OFFICER 3REQUESTED PAY LEVEL
TS310REQUESTED OFFICIAL JOB CODE
166370

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

FUND

WBS ELEMENT

ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST
CONEY, PORSCHA

Employee 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 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

☐ 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)

Brady R. Smeazy
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.

45%

- Produces the periodic and ad-hoc reports needed by Project Based Voucher (PBV) personnel and ensures that the reports are distributed in a concise and usable format.
- Maintains spreadsheet of expiring contracts and provides monthly report to Management and Contract Administrator.
- Provides unit availability report on a weekly basis for both internal and external users.
- Monitors reporting issues that may create data integrity conflicts and works to resolve such issues.
- Maintains knowledge of the data needed by Project Based Voucher (PBV) personnel in order to more thoroughly and accurately produce necessary data and to determine how best to reflect that data in reports in a manner that is consistent with staff needs.
- Maintains contact with Louisiana Housing Corporation (LHC) IT providers and serves as liaison to help ensure smooth and productive communications concerning hardware and software service needs of the Project Based Voucher and Shelter Plus Care staff.

25%

- Analyzes reporting input and output and formulates recommendations for the improvement of reports and reporting methods. Offers suggestions and recommendations for improvement of hardware and software within budgetary constraints.
- Assists with training to familiarize personnel with hardware or the use of specific software as needed.
- Manages and maintains the waiting list for the PBV program.

25%

- Liaison between Yardi Voyager users and Yardi Systems technicians,
- Liaison between Yardi Rent Café property owners/landlords and Yardi Systems technicians,
- Administer use of Yardi Voyager, Yardi Client Central, Yardi Rent Café Site Manager,
- Effectively convey information verbally and in writing, prepare and submit reports in a timely manner.

5%

- Other duties as assigned.

