

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50403355

Allocation Action:	Affirmed
Official Allocation:	POLICY PLANNER 2
Job Code:	126270
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	07/17/2018
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	147954
Consultant:	KCW
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 05/2016

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

50403355

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

Policy Planner 2

CURRENT PAY LEVEL

CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE

Policy Planner 3

REQUESTED PAY LEVEL

AS-617

REQUESTED OFFICIAL JOB CODE

126280

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

ORGANIZATIONAL UNIT NUMBER
50536390

COST CENTER NUMBER /FUND

WORK PARISH
East Baton Rouge

PERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

EMPLOYEE SUBGROUP (CHOOSE ONE)

☐ NON-EXEMPT ☒ EXEMPT

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/ Performance and Reporting/ Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

Business Analytics Specialist

DIRECT SUPERVISOR'S POSITION NUMBER

50493629

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)

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

Bradley Sweazy Chief Operating Officer

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.

This position is in the Performance and Reporting department of the Louisiana Housing Corporation (LHC).

40% Project Management

Serves as a team lead for multiple special projects. Initiates and leads policy research projects involving new initiatives and concepts to determine feasibility with the corporation's mission, strategic objectives and financial resources.

Forecasts, budgets, oversees, and ensures the project strategy and timeline is on schedule. Ensures key participants are on tasks with the project deliverables.

Participates in creation of internal and external training programs for projects.

Coordinates and disseminates key information, and create special projects status reports.

20% Writing

Writes annual submissions to housing journals to engage and educate the public on the corporation's investments and best practices in the affordable housing industry.

Develops and publishes informational stories in the corporation's monthly housing policy newsletter in collaboration with the leadership team.

15% Research and Analysis

Measures and reports on the impact of the Corporation's affordable housing investments and services. Conducts market research and data collection.

Interprets data, formulates reports and make recommendations based upon research findings.

Encompasses the ability to transform data into information to support the leadership team in creating effective policy and business decisions.

20% Grant Writing

Identifies, defines, and develops funding sources to support existing and planned program activities.

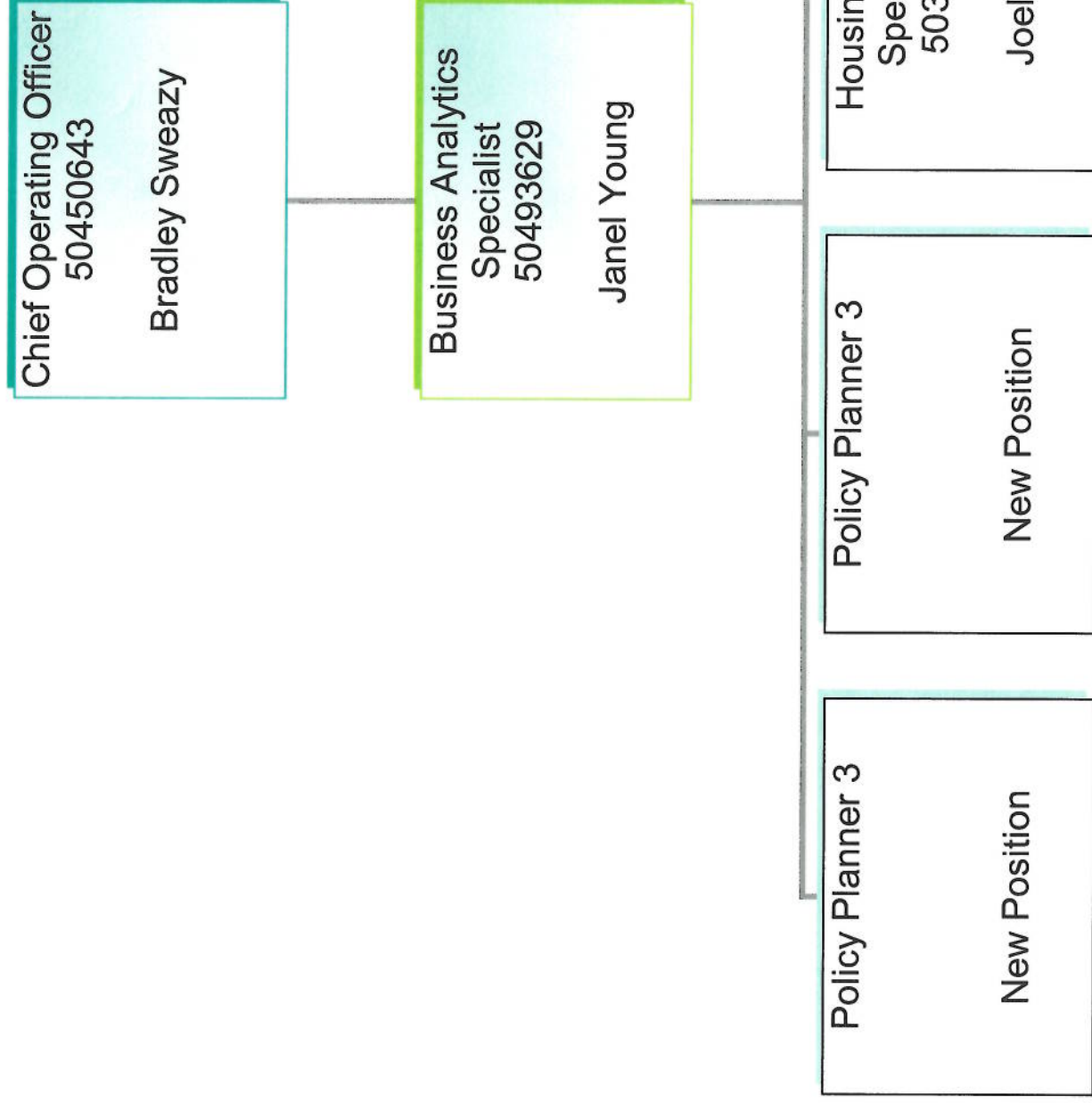
Prepares proposal and grant applications. Performs responsible professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities related by not limited to affordable housing and services.

Engages with Program Administrators (as needed) and coordinates the development, writing, and submission of grant proposals to third-party entities.

Generates proposals and supporting documents in response to solicitations.

Identifies funding opportunities and new program areas to match the Corporation's priorities, using research tools.

5% Performs any other duties as assigned.



DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

BEFORE ME, the undersigned Notary, duly commissioned and qualified in the Parish and State aforesaid, personally came and appeared:

EDSELLE KEITH CUNNINGHAM, JR.

who, having been duly sworn, did depose and say:


1. That he is the duly appointed Executive Director of the Louisiana Housing Corporation (the "LHC"), thus serving as "appointing authority" as defined in the Civil Service Rules; and
2. That he does hereby delegate and authorize his appointing authority as LHC Executive Director to Bradley Sweazy in his absence effective on July 16, 2018 through the earlier of July 23, 2018 or his return to the office, to act in his stead as appointing authority, to sign all documents to the same effect as the appointing authority, including, but not limited to, the authority to take, initiate, approve, and sign formal disciplinary actions, take action and sign the documentation necessary to hire, promote, grant merit increases, and any and all other personnel actions involving any and all employees of the LHC; and
3. That he does hereby delegate his authority as LHC Executive Director to sign contracts, agreements, and all documents that bind the LHC, and which are necessary to be signed during his absence.

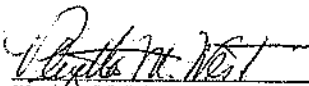
THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Baton Rouge, Louisiana this 11th day of July, 2018.

WITNESSES:


WITNESS
Miriam Bowie


Edselle Keith Cunningham, Jr.
Louisiana Housing Corporation
EXECUTIVE DIRECTOR


WITNESS
Barry Brooks


Plezetta M. West
NOTARY PUBLIC
Louisiana Bar. No. 32764
My Commission is for Life