

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50630246

Allocation Action:	Job Correction
Official Allocation:	BUSINESS TECH ANL 3
Job Code:	175410
Pay Level:	TS-313
Delegated:	No
Career Progression Group:	Yes
Master Job Description:	No
Effective Date:	06/13/2022
Position Audited:	No
Audit Date:	
Comments:	Position job corrected to Business Technology Analyst 3 (TS-313) in a CPG. Incumbent will be job corrected to Business Technology Analyst 2 (TS-312) and the agency may reallocate in the future in accordance with their revised CPG criteria. Duties include business analysis, translating business needs into functional requirements, and making recommendations on software.

Log Number:	192631
Consultant:	RM
Supervisor:	JMH



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  
50630246CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)  
IT Liaison Officer 3CURRENT PAY LEVEL  
TS310CURRENT OFFICIAL JOB CODE  
166370

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  
50025984WORK 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  
Druilhet, GlendaEmployee Qualifies For Job  
☒ Yes ☐ NoHUMAN RESOURCES CONTACT  
Denise AckouryAGENCY/DEPARTMENT - OFFICE - DIVISION  
Louisiana Housing Corporation / Quail / Technology ServicesHUMAN RESOURCES TELEPHONE  
( 225 ) 763-8841OFFICIAL TITLE OF SUPERVISOR  
IT Appl Project LeaderDIRECT SUPERVISOR'S POSITION NUMBER  
50383814HUMAN 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)

Joshua G. Hollins  
Executive Director

PRINT NAME AND TITLE OF APPOINTING AUTHORITY

DATE

6/27/22

☒ 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.

The incumbent is responsible for using his/her knowledge of software programs and business strategies to help LHC maximize productivity and communication. The duties include talking with business groups to determine their needs, coordinating with IT professionals to search and evaluate products in the market, create or update software based on those needs and training LHC employees on how to use the software effectively in their daily jobs.

### 50%

- Researches software systems in order to understand existing functionalities and impact of potential changes.
- Documents scope of software update requests through research and feedback from users.
- Captures business requirements and business process management.
- Translates business requirements to specific and complete functional requirements to be relied upon by designated project team on acquiring software.
- Collaborates with the project team and validates that all necessary requirements have been fulfilled.

### 40%

- Conducts software assessments and makes recommendation to the project team.
- Oversees implementation of new software from beginning to completion and acts as liaison between vendors and users to address any issues.
- Conducts software testing and assists with user training.
- Documents new or existing applications within accepted standards, procedures and guidelines.

### 5%

- Shares specialized knowledge and provide technical advice, assistance or guidance to users with less knowledge or experience in utilizing software.

### 5%

- All other duties as assigned.

# Louisiana Housing Corporation – Technology Services

05/2022

