

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50310711

Allocation Action:	Job Correction
Official Allocation:	IT APP DEV 3
Job Code:	175340
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 IT Applications Developer 3 (TS-313) in a CPG. Incumbent will be job corrected to IT Applications Developer 3 (TS-313). Duties include a focus on applications support for multiple applications.

Log Number:	192599
Consultant:	RM
Supervisor:	JMH



STATECIVILSERVICE

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
50310711CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
IT Appl Prog/Analyst 2CURRENT PAY LEVEL
TS312CURRENT OFFICIAL JOB CODE
163030

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
Watzke Jr., Leon

Employee Qualifies For Job

☒ Yes ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation / Quail / Technology Services

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

IT Appl Project Leader

DIRECT SUPERVISOR'S POSITION NUMBER

50383814

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)

Joshua G. Williams
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.

IT Application Programmer/Analyst Job Description

Serves as the Information Technology Application Programmer/Analyst for the Louisiana Housing Corporation (LHC). Work in the Technology Services Department and performs highly skilled systematic support and development for Enterprise level databases, software applications and websites used to conduct LHC's daily operations. Serves as the I/T Applications Project Leader in their absence.

50%

Manage, support and upgrade Housing Development Software database/applications to include creating user accounts, writing complex queries to extract data requested by users and/or management, developing reports, applying patches and upgrades, assisting users with problems and consulting with HDS when needed.

Manage, support and upgrade Hancock Energy Systems (HES) database/applications to include creating user accounts, writing complex queries to extract data requested by users and/or management, developing reports, applying patches and upgrades, assisting users with problems and consulting with HES when needed.

Manage, support and upgrade Accounting software (Sage ACCPAC) databases/applications to include creating user accounts, writing complex queries to extract data requested by users and/or management, developing reports, applying patches and upgrades, assisting users with problems and consulting with (ACCPAC)/Rep when needed.

Manage, support and upgrade LaserFiche electronic document management (LaserFiche) database/applications to include creating user accounts, writing complex queries to extract data requested by users and/or management, developing reports, applying patches and upgrades, assisting users with problems and consulting with LaserFiche/Vendor when needed.

Manage, support and upgrade additional corporation databases/applications to include creating user accounts, writing complex queries to pull data requested by users and/or management, developing reports, applying patches and upgrades, assisting users with problems and consulting with software vendors when needed.

Coordinate webinars and group discussions via Zoom, user groups, blogs, WebEx, and conference calls. Conduct individual and group training sessions.

10%

Manage and maintain LHC's Intranet (SharePoint) and web sites as well as the private Board of Commissioner's website by posting and removing files, updating pages, creating new web pages, updating links, correcting errors and consulting with website vendors when needed. Consults with agency staff at various levels, as well as personnel outside the agency, to analyze and track their requirements and needs. Assists in the preparation, submission, posting and presentation of agendas, agenda items and board minutes to the Executive Staff and Board of Commissioners for LHC. Update sites as needed to support Agency website and Board meeting requirements. Collaborate with departments on contents needing posting to LHC website.

Develop in-house SharePoint portal, web applications, and SQL Server databases by meeting with users to discover their needs and determine a set of deliverables. Design, code, test, debug, modify and document new and existing highly complex portal, web, and network application programs and databases within accepted standards, procedures and guidelines.

Independently define data elements, design structures for databases, write and compile definitions and descriptions of data elements into dictionary form for use by other I/T personnel. Writes user manuals and trains end users on final product.

Install and configure IIS Server for web-based applications. Manage Microsoft IIS Server-front-end applications for online users/clients and general IIS Server Administration.

25%

Individually respond to applications emergencies and resolves problems independently or in consultation with other Technology Services staff, vendors and/or end user personnel. Maintain data integrity, database performance and system stability for the Agency's multi-million dollar housing divisions. Monitor overall Windows and SQL server Cluster performance. Manage, monitor, automate and administer Enterprise Level Microsoft SQL 2014 & 2019 databases. Create and manage database security for multiple users.

Develop, modify, debug, tune and manage SQL queries for retrieval of data from MS SQL server SQL 2014 & 2019 databases for tracking finances, making Corporation decisions. Verify SQL backups and report backup statistics.

Configure MS SQL Server SQL 2014 & 2019 to perform backups and create alerts to send daily email to system administrator group for backup verification. Manage and monitor multiple web based and windows applications that use SQL as the backend platform.

Frequently extract, transform and load data from various sources. Export and import data to and from MSSQL server, MS Access, MS Excel and any compatible other data sources. Backup and restore multiple databases, ensuring data integrity, performance optimization, tuning, capacity planning and availability. Consult with vendors, team members and/or internet research in problem resolution and optimization.

5%

Provides Cross training to Technology Services applications staff on databases, tools, techniques, and procedures relevant to application maintenance and development. Research new developments in hardware and software and stay abreast with the latest developments and studies.

5%

Tracks Technology Services support problems and resolutions using the TS Helpdesk system. Create and maintain detailed project schedules, tasks assignments, milestones, and produce accurate project status reports; utilize effective project management practices. Create monthly inventory reports. Attend regional & national conferences representing LHC's (Louisiana Housing Corporation) Technology Service department. Update and improve job skills by participating in educational opportunities, including reading technical publication, building/maintaining professional peer networks, attending extensive technical seminars and training on computer hardware, peripherals, & operating systems.

5%

Other duties as assigned.

Louisiana Housing Corporation – Technology Services

05/2022

