DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

STATECIVILSERVICE

| | |
|---|---|
| Department: | 0700 - DOTD |
| Agency: | 0273 - DOTD-Administration |
| Position Number: | 50477162 |

| | |
|---|---|
| Allocation Action: | Affirmed |
| Official Allocation: | ATTORNEY-DEP GEN COUNS 2 |
| Job Code: | 171490 |
| Pay Level: | AS-624 |
| Delegated: | No |
| Career Progression Group: | No |
| Master Job Description: | No |
| Effective Date: | 07/13/2023 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 206273 |
| Consultant: | KS |
| Supervisor: | AD |

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 POSITION

| MAJOR AGENCY CODE & PERSONNEL AREA CODE | POSITION NUMBER |
|---|---|
| 0700 & 0273 | 50477162 |

| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) | CURRENT PAY LEVEL | CURRENT OFFICIAL JOB CODE |
|---|---|---|
| Attorney-Deputy General Counsel 2 | AS-624 | 171490 |
| **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 | WORK PARISH | PERSONNEL SUBAREA | EMPLOYEE GROUP (CHOOSE ONE) |
|---|---|---|---|
| | | | ☐ FT HOURLY<br>☐ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| | | | | |

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Vacant | ☐ Yes ☐ No | Joey Bishop |
| **AGENCY/DEPARTMENT – OFFICE – DIVISION** | | **HUMAN RESOURCES TELEPHONE** |
| DOTD/Secretary/Legal/S47/G001/EBRP | | ( 225 ) 379-1291 |
| **OFFICIAL TITLE OF SUPERVISOR** | **DIRECT SUPERVISOR'S POSITION NUMBER** | **HUMAN RESOURCES EMAIL** |
| Attorney-General Counsel 3 | 14260 | joseph.bishop@la.gov |

## 4 COMPARATIVE POSITIONS

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

| INCUMBENT NAME | POSITION NUMBER | OFFICIAL JOB TITLE / AGENCY |
|---|---|---|
| None in this 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

| 3 | 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.<br>☐ 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.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| Darhlene Major<br>APPOINTING AUTHORITY (Required)<br>Darhlene Major, Executive Counsel<br>PRINT NAME AND TITLE OF APPOINTING AUTHORITY | DATE 7/12/23 | ☒ I certify that I agree with this document.<br>☐ 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.

Attorney-Deputy General Counsel 2, Position No. 50477162

The incumbent reports to the General Counsel 3 for the Department of Transportation and Development (DOTD) and serves as assistant section head of the Department's Legal Section. This position is required to provide highly technical legal advice and services along with administrative management duties in support of DOTD's mission. This position has two Deputy General Counsel 1 positions and one administrative assistant as direct reports.

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

**55%** Serves as the principal assistant to the General Counsel for DOTD to fulfill the mission of the Legal Section. Organizes and directs activities of the Legal Section as assigned by the General Counsel. Acts as General Counsel in the absence of the General Counsel. The Deputy General Counsel assists the General Counsel in the exercise of his or her duties. Some of those duties may be delegated to the Deputy including, but not limited to, representation of the Department in civil actions brought on behalf of, or defended by the Department.

The Deputy General Counsel will be called upon to contribute ideas and manage complex projects and initiatives that will have a direct impact on the success of the organization.

The Deputy General Counsel is responsible for directing, coordinating, and reviewing the preparation of legal opinions, reports, recommendations, briefs, and other documents. He or she will provide expert advice to executive leadership on complex legal matters for DOTD's programmatic or operational decisions regarding construction law, employment law, public records act, procurement and other incidental areas of law related to the DOTD's mission. He or she will oversee and manage the work of outside legal counsel when requested, provide legal advice to the Districts in order to assure the districts compliance with policies and federal and state law and regulations and/or respond to potential or actual legal action against the District, represent the District in litigation, legal matters, and adversarial meetings when requested (e.g. subpoena, hearings, testimony), and assists in the planning and development of legal section standard operating practices and policies.

The Deputy General Counsel also directly manages and supervises the Attorney Supervisors that serve the Department. He or she ensures that duties, responsibilities, authority and accountability of all direct subordinates are defined and understood, and assists the General Counsel 3 in administrative and/or legal matters as they arise. This includes, but is not limited to, planning, organizing and controlling work activities of the Legal Section, assisting with operational and strategic planning, researching and interpreting applicable law or facts for decision making, and plans, assists with, and reviews other matters as they relate to the Legal Section. He or she provides advice and guidance to the Attorney Supervisors regarding proper course of action in legal matters for each section, and assists with the development, implementation and monitoring of various programs, policies and overall procedures in the Legal Section. He or she coordinates the selection and assignment of subordinate staff, identifies staff development needs, and assures that training is obtained.

**25%** Responsible for all aspects of DOTD's annual legislative process. Works directly with the Attorney Supervisors and recommends, evaluates, prepares, supervises, coordinates and directs drafting and preparation of DOTD's annual legislative package. He or she supervises and directs the selection of the attorneys for legislative assignments, identifies the needs of the Department, and reviews the legal implications of proposed legislation in terms of foreseeable effect on the Agency. Coordinates the review, approval and pre-filing of DOTD's legislative package with Governor's office, DOTD's Legislative Liaison, Legislators, and staff of appropriate House and Senate Committees of the LA Legislature. Monitors, tracks and analyzes legislative instruments during regular

and extraordinary sessions of the LA Legislature which may affect or impact DOTD. Reviews, coordinates with and advises DOTD officials and employees, legislators, legislative staff and Governor's staff on pending legislative instruments. Coordinates, monitors, and reports on DOTD's compliance with enacted Legislative requirements.

**15%** Assists in resolving legal issues and questions presented by various levels of Department personnel. May attend meetings where providing legal advice is necessary covering various functions of DOTD. Assists in reviewing and approving legal documents and responds to issues needing legal opinions and/or clarification. Assists in the planning and preparation of the Legal Section manuals and procedures, and acts as the legal resource in replying to complex inquiries from various entities and other Agencies. He or she must perform all job duties with the highest degree of professionalism in accordance with established principles of the legal profession and the legal and operation policies of the agency.

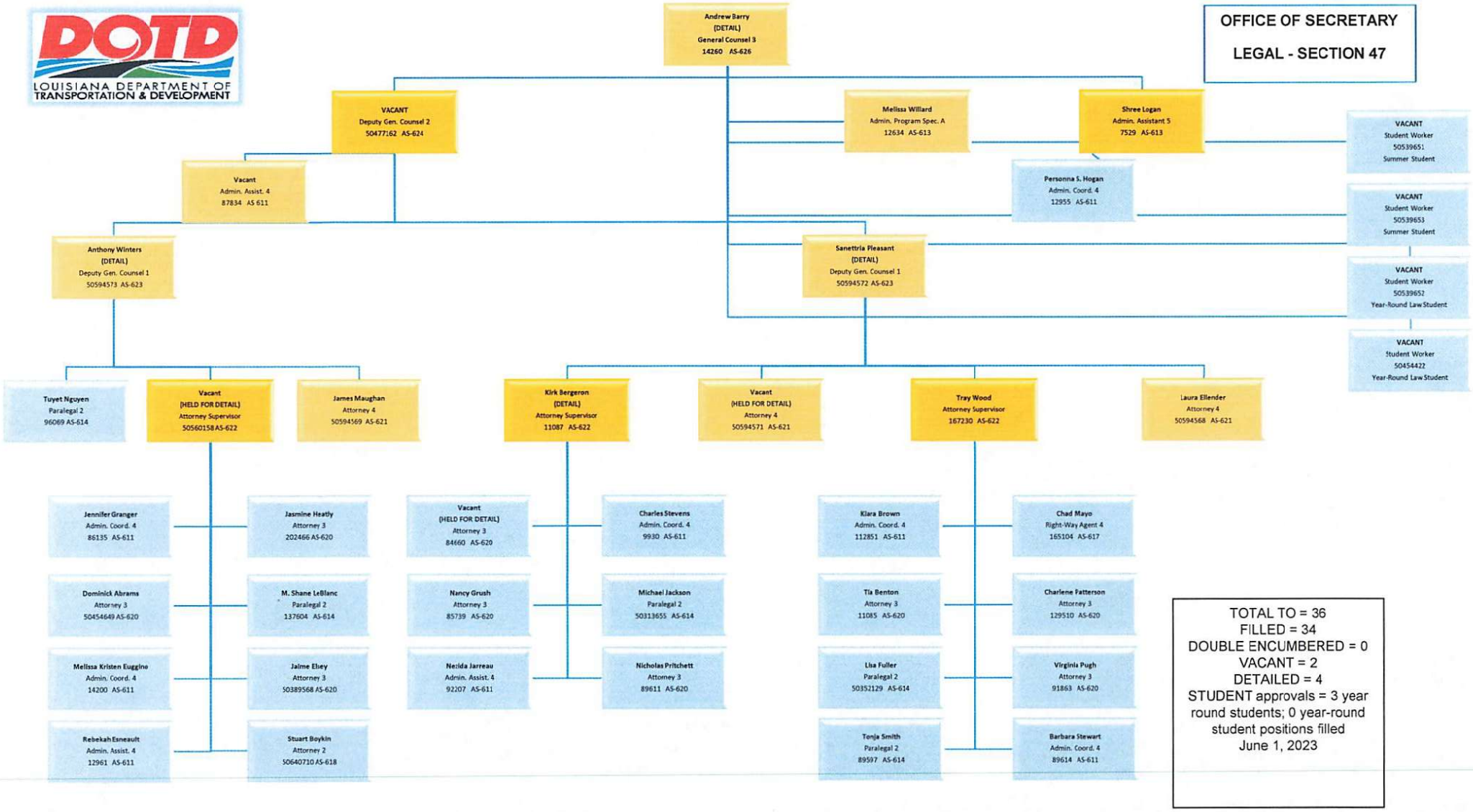
**5%** Performs other general responsibilities and special projects as directed by General Counsel. May be required to perform other duties as necessary, including but not limited to emergency/disaster support activities.

**100%**

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

# OFFICE OF SECRETARY

## LEGAL - SECTION 47




TOTAL TO = 36
FILLED = 34
DOUBLE ENCUMBERED = 0
VACANT = 2
DETAILED = 4
STUDENT approvals = 3 year round students; 0 year-round student positions filled
June 1, 2023