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:	50594572

Allocation Action:	Affirmed
Official Allocation:	ATTORNEY-DEP GEN COUNS 1
Job Code:	171480
Pay Level:	AS-623
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/13/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	206276
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	50594572

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 1	AS-623	171480
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 ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
	☐ 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-Deputy General Counsel 2	50477162	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
	50594573	Attorney-Deputy General Counsel 1

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

4	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.

	DATE	
EMPLOYEE		☐ 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		☐ 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) Darhlene Major Darhlene Major, Executive Counsel PRINT NAME AND TITLE OF APPOINTING AUTHORITY	7/12/23	☒ 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.

Attorney-Deputy General Counsel 1, Position No. 50594572

Incumbent serves the State and the Department of Transportation and Development in a highly responsible legal, consultative, administrative, and supervisory capacity as a Deputy General Counsel in the Office of General Counsel. Incumbent serves as chief legal counsel to the DOTD Engineering Division on matters relating to the following programs and sections: (1) Judicial Reviews/Appellate Practice; and (2) Engineering and Construction Contracts.

Incumbent also services as advisory counsel for the following programs/sections within the Department: (1) Office of Real Estate (2) Uniform Relocation Assistance and Real Property Acquisition Policies Act; (3) Third Party Liability, including Estate Recovery; (4) Public Works and Water Resources Division and its various sections; (5) Public Records requests; and (6) Subpoenas.

This position provides highly technical legal advice, assistance, and consultation to the Secretary, Undersecretary, Deputy Secretary, Chief Engineer, Assistant Secretaries, Executive Counsel, General Counsel, and Deputy General Counsel 2 related to the above areas. This position receives direction from the Executive Counsel, the General Counsel, and the Deputy General Counsel 2.

Incumbent must perform all job duties in accordance with established principles of the legal profession and the legal and operational policies of the agency. Incumbent must exercise the highest level of professional conduct and must exercise extremely good judgment in dealing with complex and sensitive matters. Job duties require an expertise in basically all of the agency's highway programs, policy and regulations, and state and federal laws governing the operations of programs administered by the Department. Incumbent must be capable of making difficult decisions and working independently. Incumbent has increased responsibility for assisting in organizing, directing, and implementing a program involving a multiplicity of legal actions and problems of large economic and social effect on the citizens of the state in all aspects of health and welfare operations of the agency.

Incumbent should have a notarial commission to provide notary services to the agency. The job duties require statewide, as well as occasional nationwide, travel on behalf of the agency, for activities such as hearings, trials, seminars, meetings, and depositions of experts and witnesses.

Incumbent exercises direct supervision over at least two (2) attorney supervisors and (2) attorney 4 positions, and has functional supervision over an additional six (6) attorneys.

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.

Specific job duties of the incumbent include, but are not limited to, the following:

35% **Litigation Duties**: Incumbent represents the Department in complex litigation, administrative proceedings or complaint processes arising out of any of the sections/programs referenced above. Incumbent represents the Department and the Secretary (in the sections/programs referenced above) in federal court, state court, and administrative tribunals. Litigation duties include reviewing case files and pertinent data, gathering evidence, interviewing witnesses, preparing and filing responsive pleadings and appropriate motions, arguing briefs, motions, and exceptions, preparing for and participating in pre-trial conferences, conducting pre-trial discovery, preparing briefs and memoranda, consulting with expert witnesses, presenting the agency's case at trials and appeals, and negotiating settlements.

Incumbent also handles all aspects of special litigation projects involving litigation of Department-wide impact or significance, which requires a substantial knowledge and understanding of a wide range of programs under the Department's management. Incumbent reviews records and judgments of lawsuits adverse to the Department and makes recommendation on appeals to higher courts, and implementation of decisions. Incumbent negotiates

settlements and consent decrees; incumbent ensures implementation and compliance with settlements and consent decrees. Incumbent monitors litigation filed on behalf of the agency by the Attorney General's office or other state or federal agencies.

Incumbent also serves as legal counsel for the: (1) Office of Real Estate (2) Uniform Relocation Assistance and Real Property Acquisition Policies Act; (3) Third Party Liability, including Estate Recovery.

Incumbent also handles judicial review, administrative hearing and appellate matters involving a variety of issues and subject matter on an as needed basis.

25% **Programmatic Advice and Counsel Duties:** Incumbent provides assistance to management personnel in the organization, coordination, and implementation of federal and state programs administered by the Department, in all programs referenced above. Responds to special requests for assistance and participates in meetings with Department personnel, for all programs referenced above. Drafts, reviews, and/or approves contracts with private providers of services. Reviews and prepares various legal documents when requested. Assists in the development and implementation of agency policy. Maintains a close liaison with management personnel and coordinates legal activities of agency policy. Provides notarial services for the department.

20% **Supervisory Duties:** Incumbent directly supervises at least two (2) attorney supervisors and (2) attorney 4 positions, and functionally supervises six (6) other attorney positions. These duties include but are not limited to: responsibility for hiring, training and evaluating performance (conducting Performance Planning and Review session with attorneys under his/her direct supervision); reviewing and evaluating correspondence received; assigning and determining work assignments; reviewing written work product of attorneys; reviewing and supervising attorneys' handling of meetings, cases, projects, and clients; observing work of staff attorneys in court and assists attorneys in trial tactics, strategy and preparation. Reviews, approves, and/or rejects proposed settlement documents; makes recommendations regarding improvement of attorneys' work product and professionalism; makes recommendations regarding merit increases; and reviews and approves leave requests.

10% **Legal Research and Legislation Duties:** Performs legal research and responds to requests for legal opinions, advice, and counsel regarding legal issues relating to the laws and rules of the sections and programs listed above.

Drafts proposed legislation for the Department; reviews proposed legislation originating from other sources to determine impact on the Department, its programs and initiatives. Reviews proposed rule change and issues opinions regarding rules.

10% **Other Duties:** Works on such other cases, projects or activities, not necessarily related to the above described subject areas, as may be assigned to the incumbent by the Executive Counsel or General Counsel.

Incumbent, with the approval of the Executive Counsel and the General Counsel, is authorized to serve on various boards/committees, including but not limited to the Louisiana State Disciplinary Board and/or Louisiana State Bar Association committees. While serving on such committee/board, incumbent may remain on on-duty status and shall not receive a per diem or compensation from the Board.

5% **Emergency/Disaster Support:** May be required to perform other duties as assigned or necessary including, but not limited to, emergency/disaster support activities.

100%

Depart

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

OFFICE OF SECRETARY

LEGAL - SECTION 47

Andrew Barry
(DETAIL)
General Counsel 3
14260 AS-626

VACANT
Deputy Gen. Counsel 2
50477162 AS-624

Melissa Willard
Admin. Program Spec. A
12634 AS-613

Shree Logan
Admin. Assistant 5
7529 AS-613

VACANT
Student Worker
50539651
Summer Student

Vacant
Admin. Assist. 4
87834 AS 611

Personna S. Hogan
Admin. Coord. 4
12955 AS-611

VACANT
Student Worker
50539653
Summer Student

Anthony Winters
(DETAIL)
Deputy Gen. Counsel 1
50594573 AS-623

Sanettria Pleasant
(DETAIL)
Deputy Gen. Counsel 1
50594572 AS-623

VACANT
Student Worker
50539652
Year-Round Law Student

VACANT
Student Worker
50454422
Year-Round Law Student

Tuyet Nguyen
Paralegal 2
96069 AS-614

Vacant
(HELD FOR DETAIL)
Attorney Supervisor
50560158 AS-622

James Maughan
Attorney 4
50594569 AS-621

Kirk Bergeron
(DETAIL)
Attorney Supervisor
11087 AS-622

Vacant
(HELD FOR DETAIL)
Attorney 4
50594571 AS-621

Tray Wood
Attorney Supervisor
167230 AS-622

Laura Ellender
Attorney 4
50594568 AS-621

Jennifer Granger
Admin. Coord. 4
86135 AS-611

Jasmine Heatly
Attorney 3
202466 AS-620

Dominick Abrams
Attorney 3
50454649 AS-620

M. Shane LeBlanc
Paralegal 2
137604 AS-614

Melissa Kristen Euggino
Admin. Coord. 4
14200 AS-611

Jaime Elsey
Attorney 3
50389568 AS-620

Rebekah Esneault
Admin. Assist. 4
12961 AS-611

Stuart Boykin
Attorney 2
50640710 AS-618

Vacant
(HELD FOR DETAIL)
Attorney 3
84660 AS-620

Charles Stevens
Admin. Coord. 4
9930 AS-611

Nancy Grush
Attorney 3
85739 AS-620

Michael Jackson
Paralegal 2
50313655 AS-614

Nezida Jarreau
Admin. Assist. 4
92207 AS-611

Nicholas Pritchett
Attorney 3
89611 AS-620

Klara Brown
Admin. Coord. 4
112851 AS-611

Chad Mayo
Right-Way Agent 4
165104 AS-617

Tia Benton
Attorney 3
11085 AS-620

Charlene Patterson
Attorney 3
129510 AS-620

Lisa Fuller
Paralegal 2
50352129 AS-614

Virginia Pugh
Attorney 3
91863 AS-620

Tonja Smith
Paralegal 2
89597 AS-614

Barbara Stewart
Admin. Coord. 4
89614 AS-611

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