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:	50594573

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:	206274
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	50594573

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
	50594572	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

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. ☐ 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.
Darhlene Major APPOINTING AUTHORITY (Required)	DATE 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.
Darhlene Major, Executive Counsel PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

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. 50594573

Incumbent serves the State and the Louisiana Department of Transportation (DOTD) in a highly responsible legal, consultative, administrative and supervisory capacity as a Deputy General Counsel 1 assigned to the Office of General Counsel at state headquarters in Baton Rouge, with direct supervision over one (1) Attorney Supervisor (section chief of the Contracts and Procurement Section), one (1) Paralegal and one (1) Attorney 4. Has indirect supervision of all DOTD attorneys assigned to the Contracts and Procurement Section. Incumbent has responsibility for agency legal matters involving the listed programs, limited only by the supervision of the Secretary, Executive Counsel, General Counsel, and Deputy General Counsel 2 of the Department.

Incumbent is the chief legal liaison for all contractual matters involving the Department. Incumbent serves as Deputy General Counsel for DOTD on matters relating to (1) Contracts; (2) Requests for Proposals and Solicitations for Proposals; (3) Procurements; (4) Cooperative Endeavor Agreements (CEAs); (5) Memoranda of Understanding (MOUs); (6) Protests; (7) other contractual legal matters/issues; (8) transactions and issues involving property owned by, or under the control and management of, DOTD (9) Delegations of Appointment Authority.

Incumbent will also serve as litigation attorney for damages, contractual, and property issues involving the Department.

This position provides highly technical legal advice, assistance, and consultation to the Secretary, Undersecretary, Deputy Secretary, Assistant Secretaries, Commissioner of Multimodal, Executive Counsel, General Counsel, and Deputy General Counsel 2. Incumbent will work extensively with the managerial and administrative staff of the Office of Management and Finance, as well as other programs/offices of the Department.

Incumbent must perform all 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 the agency's 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 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.

This position receives directions from the Executive Counsel, General Counsel and Deputy General Counsel 2.

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:

40% **Contractual, Procurement and Multimodal Counsel**: The incumbent serves as chief legal liaison for all contractual matters involving the Department, its agencies, offices and bureaus. The incumbent provides legal advice, guidance and assistance to the Department/management personnel regarding contractual, procurement, and multimodal issues. Drafts, negotiates, and examines complex contracts, CEAs, MOUs, settlements, and other legal documents required by the Department's multimillion dollar activities with the federal government, with other state agencies/entities, and with private providers and contractors. Responds to requests for assistance and participates in meetings with Department personnel.

Reviews requests for proposals/solicitations for proposals, requests for information, and solicitations for contracts issued by the Department's offices. Drafts, negotiates, and monitors MOUs with other state or governmental agencies or facilities.

Advises and counsels on questions of law or administrative policy involved in the operation of the Department and its Offices, as it relates to contractual or procurement matters. Researches and interprets applicable law and jurisprudence;

renders legal advice and opinions with respect to questions, regulations, practices, and other matters falling within the purview of the Contracts and Procurement Section of DOTD.

Confers and/or negotiates with top administrative personnel of the Department, private businesses, and state/federal/local governments regarding contractual or procurement matters. Advises on laws and regulation and approves legality of Department rules/regulations to be adopted, as it relates to contractual or procurement matters.

20% **Litigation Duties**: Incumbent represents the Department and the Secretary in damage claims, contractual disputes, procurement issues, and cases/ controversies involving leases, CEAs, MOUs, settlements, protests, and other legal documents. Litigation may occur in federal courts, state courts, or administrative tribunals. Litigation duties on the incumbent include activities such as 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 pretrial conferences, conducting pretrial discovery, preparing briefs and memoranda, consulting with expert witnesses, presenting the agency's case at trials and appeals, and negotiating settlements. Incumbent monitors pending litigation and advises management of potential for adverse decisions and the potential impact upon policies and operations.

15% **Supervisory Duties:** As Deputy General Counsel 1, the incumbent timely performs direct supervisory duties over multiple attorneys as follows: Incumbent has direct supervision over one (1) Attorney Supervisor (section chief of the General Law Section), one (1) Attorney 4 and one (1) Paralegal. Has indirect supervision of all the attorneys assigned to the General Law Section.

The incumbent assigns and coordinates activities and case load of subordinate attorneys under his supervision. The incumbent evaluates performance of such staff, completes planning documents and rating documents on subordinate staff, and provides counsel and guidance in the performance of job duties. Incumbent reviews/approves leave requests. Organizes, directs and implements legal and administrative activities to provide legal support services on contract and procurement issues and matters.

10% **Public Records and U.S.C. 409:** Incumbent provides legal services and assistance to all agencies of the Department in implementing and complying with various federal and state laws and rules that are applicable to the records and information maintained by the Department, including but not limited the federal regulations for road safety audits, Louisiana's Public Records Act, and other federal and state laws, rules and regulations. Incumbent is responsible for maintaining and developing a policy for the implementation of Road Safety Audits.

10% **Other Duties:** Incumbent performs legal research and responds to request for legal opinions, advice and counsel regarding legal issues related to the laws and rules of the sections/programs listed above. Researches and prepares written legal opinions concerning state and federal law, state and federal regulations, Department rules and policies, and the propriety and legality of proposed agency action. Renders opinions on matters upon which the law is unclear and without jurisprudential precedent. Consults with federal, state, and local officials as well as persons in the private sector regarding matters affecting the agency. Interprets federal legislation, regulations, and court decisions relating to and affecting the programs of the Department.

Works on such other miscellaneous cases, projects or activities, not necessarily related to the above described subject areas, as may be assigned to incumbent by the Executive Counsel and General Counsel.

Coordinates and works closely with other legal sections within Office of General Counsel to ensure effective and thorough legal services concerning contracts, procurement, public records, safety audits, legislation and mutltimodal commerce. Reviews or prepares various documents routinely utilized by program personnel. Handles increasing heavy work load as directed.

Provides notarial services for the Department. Incumbent drafts new Delegation of Authority documents and revises existing delegation documents for signature by DOTD executive officials when necessary for signing agreements, MOU, CEA, road transfers, and other documents.

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%

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)
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50594571 AS-621

Tray Wood
Attorney Supervisor
167230 AS-622

Laura Ellender
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50594568 AS-621

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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

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14200 AS-611

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50389568 AS-620

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12961 AS-611

Stuart Boykin
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50640710 AS-618

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(HELD FOR DETAIL)
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84660 AS-620

Charles Stevens
Admin. Coord. 4
9930 AS-611

Nancy Grush
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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