

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50468982

Allocation Action:	Affirmed
Official Allocation:	ATTORNEY-GEN COUNS 1
Job Code:	171500
Pay Level:	AS-624
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/27/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	179586
Consultant:	CDU
Supervisor:	JLR



STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 11/2016

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

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)

ATTORNEY GENERAL COUNSEL -1

REQUESTED OFFICIAL JOB TITLE

MAJOR AGENCY CODE &
PERSONNEL AREA CODE

0A04

POSITION NUMBER

50468982

CURRENT PAY LEVEL

AS624

CURRENT OFFICIAL JOB CODE

171500

REQUESTED PAY LEVEL

REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLYORGANIZATIONAL UNIT NUMBER
50378205

COST CENTER NUMBER /FUND

WORK PARISH
EBRPERSONNEL SUBAREA
5000

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST
VACANT

Employee Qualifies For Job

☐ Yes ☐ No

HUMAN RESOURCES CONTACT

DENISE ACKOURY

AGENCY/DEPARTMENT – OFFICE – DIVISION

LOUISIANA HOUSING COPORATION / LEGAL / QUAIL DR

HUMAN RESOURCES TELEPHONE

(225) 763-8841

OFFICIAL TITLE OF SUPERVISOR

EXECUTIVE DIRECTOR

DIRECT SUPERVISOR'S POSITION NUMBER

50308469

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

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	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
 APPOINTING AUTHORITY (Required)	DATE MAY 26, 2021	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY BRADLEY SWEAZY via Delegation of Authority (attached)		

DELEGATION OF AUTHORITY

STATE OF LOUISIANA

PARISH OF Evangeline

BEFORE ME, the undersigned Notary, duly commissioned and qualified in the Parish and State aforesaid, personally came and appeared:

**JENNIFER VIDRINE, CHAIR
LOUISIANA HOUSING CORPORATION BOARD OF DIRECTORS**

who, having been duly sworn, did depose and say:

1. That she is Chair of the Louisiana Housing Corporation Board of Directors (the "Board");
2. That she does hereby delegate and authorize the appointing authority of the Louisiana Housing Corporation (the "Corporation") to Bradley R. Sweazy effective April 15, 2021 through such time as she and/or the Board determine that such appointment shall cease to be effective, to act as appointing authority, to sign all documents to the same effect as the appointing authority, including, but not limited to, the authority to take, initiate, approve, and sign formal disciplinary actions, take action and sign the documentation necessary to hire, promote, grant merit increases, and any and all other personnel actions involving any and all employees of the LHC and LHA; and
3. That she does hereby delegate the authority to Bradley R. Sweazy to sign contracts, agreements, and any and all other documents that bind the Corporation, and which are necessary to be signed during the effective period of this delegation of authority.

THUS DONE AND SIGNED in the presence of the undersigned Notary and competent witnesses at Ville Platte, Louisiana this 15 day of April, 2021.

WITNESSES:

WITNESS

Jennifer Vidrine
Jennifer Vidrine
Louisiana Housing Corporation Board of Directors
CHAIR

WITNESS

Barry E. Brooks
Barry E. Brooks

NOTARY PUBLIC

J. Gregory Vidrine
J. GREGORY VIDRINE
BAP ROLL NO. 32743
STATE OF LOUISIANA
MY COMMISSION IS FOR LIFE

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 Louisiana Housing Corporation is a non-paid LaGov HCM Agency with a total of 102 positions. The Attorney General Counsel will provide supervision of legal staff and provide technical and legal assistance to the LHC Board of Directors, Executive Management and all Program Administrators and Managers within the Corporation for various major and extensive programs, including, but not limited to, and other housing and building programs. Incumbent is also responsible for the supervision and oversight of private attorneys under contract throughout the state.

35% Plan, organize, direct, and control the work activity and assignments of all subordinate staff, overall review of the technical legal work being performed and assigned to subordinate staff, render final decision and opinions on all technical legal interpretations of policy and regulations of the corporation and works closely with the Attorney General's office in obtaining legal clarification and interpretation on controversial federal and state law rulings; advise Department officials on highly technical and complex legal matters pertaining to state and federal guidelines for implementing the various programs which are offered by the Corporation; and develop or direct the development of budget recommendations for the Legal Division.

25% Serve as the lead counsel on all program litigation and represent the Corporation in more complex and important litigation before state and federal courts and administration tribunals; comprehensive review of all suit or case records and continuously monitoring the states and progress of all litigation and non-litigation cases; serve as chief liaison between the Corporation and all judicial administrations, judges and court officials in ongoing litigation and any other legal matters affecting any of the extensive programs offered by the Corporation.

20% Oversee the preparation and review of all contracts and bid requirements to see that Corporation and state statutory standards are satisfied; prepares and/or directs the preparation and negotiation of the more complex departmental contracts, Requests for Proposal and other legal documents.

15% Assist the Director of Governmental Affairs with the analysis and interpretation of existing and proposed legislation to determine its impact on the Corporation's policies, practices, programs, and operations; assist in analyzing legislative and regulatory changes to assess the impact on operations; and made recommendations and decisions regarding the implementation of related changes.

5% Perform other duties as assigned.

Louisiana Housing Corporation – Executive Counsel

05/2021

