

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

| | |
|------------------|--------------------------------------|
| Department: | 0100 - EXECUTIVE DEPARTMENT |
| Agency: | 0A04 - Louisiana Housing Corporation |
| Position Number: | 50372452 |

| | |
|---------------------------|------------|
| Allocation Action: | Affirmed |
| Official Allocation: | ATTORNEY 3 |
| Job Code: | 160600 |
| Pay Level: | AS-620 |
| Delegated: | No |
| Career Progression Group: | Yes |
| Master Job Description: | No |
| Effective Date: | 03/10/2022 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|-------------|--------|
| Log Number: | 188057 |
| Consultant: | CDU |
| Supervisor: | JLR |



STATE CIVIL SERVICE

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

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

Attorney 3

 MAJOR AGENCY CODE &
PERSONNEL AREA CODE
0A04

 POSITION NUMBER
50372452

 CURRENT PAY LEVEL
AS-620

 CURRENT OFFICIAL JOB CODE
160600

REQUESTED OFFICIAL JOB TITLE

Attorney 3

 REQUESTED PAY LEVEL
AS620

 REQUESTED OFFICIAL JOB CODE
160600
2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY
 ORGANIZATIONAL UNIT NUMBER
50378205

 WORK PARISH
East Baton Rouge

 PERSONNEL 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

Richard, Bridgette

Employee Qualifies For Job

☒ Yes
 ☐ No

HUMAN RESOURCES CONTACT

Denise Ackoury

AGENCY/DEPARTMENT – OFFICE – DIVISION

Louisiana Housing Corporation/Legal/Quail Drive

HUMAN RESOURCES TELEPHONE

(225) 763-8700

OFFICIAL TITLE OF SUPERVISOR

Attorney General Counsel

DIRECT SUPERVISOR'S POSITION NUMBER

50468982

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 |
|----------------|-----------------|-----------------------------|
| Plezetta West | 50372452 | Attorney 3 |

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

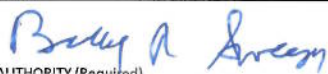
6 ATTACHMENTS

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 | <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)  PRINT NAME AND TITLE OF APPOINTING AUTHORITY Bradley R. Sweazy Interim Executive Director | DATE | <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. |

3/9/22

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 Attorney 3 performs highly specialized and complex legal work for the Louisiana Housing Corporation (LHC).

35% Document Preparation and Review

Prepares and/or reviews the preparation and negotiation of the more complex departmental contracts, requests for proposals, Notices of Funds Availability, fiscal notes, highly complex and specialized program contracts, complex leases, and multi-level finance loans.

Creates closing documents for complex real estates and development transactions, and creates loans for construction projects and the ongoing documents related to the compliance of program rules for each of those properties.

Prepares and/or reviews LHC policies, highly complex programmatic and procedure, federal and state legislation, program rules and regulations, and state and federal procurement provisions, program documents and correspondence, administrative rules and other program funding documents that have the effect of formal administrative rules and regulations.

30% Legislative Liaison

Participate in roundtable and information sessions with the federal delegation which is not limited to district tours and correspondence specific to the impact of pending legislation. Participate in meetings relative to housing in local areas, serve as the point of contact for constituent issues, provide information to legislators and represents the corporation in committee hearings.

Direct coordination with legislators on both the State and Federal level, and be the LHC representative at events in these areas.

Prepares and/or reviews resolutions, opinion requests for agency Board, and renders formal advice about complex rules of order, public records law, and public hearings laws.

20% Programmatic Guidance

Offers input and feedback in programmatic creation, implementation, long-term compliance, and audits.

Renders complex legal opinions on very specific program issues and on specialized high-level issues regarding the LHC, its Board, and its programs.

Involves direct coordination with legislators on both the State and Federal level in addition to being the LHC representative at events.

Maintains both department and an organization-wide perspective when considering information, issues, and challenges.

Works with all programs and departments within the LHC to determine the best course of action for the development of broad agency-wide objectives and policies. Creates formal processes used by other divisions to oversee ongoing program compliance both through funding and through asset management phases.

15% Legal Research and Counseling

Conducts complex and specialized legal and policy research, including very specialized housing program and tax rules, compliance regulations, and very complex ethics, administrative, and issues of professional conflicts.

Responds to staff and program questions and problems; assists and advises staff in complex legal matters.

Participates in program and Board meetings.

Drafts, reviews, and makes recommendations regarding the drafting of new legislation; renders opinions to legislative fiscal office regarding the fiscal impact of a proposed legislative act; and prepares or assists in the preparation of fiscal notes, may testify on the same before legislative committees or other tribunals.

Reviews both state and federal law, legislation and regulations for complex housing programs and all other related fields such as conflicts, procedure, and procurements provisions.

Responds to request for public records.

Advises Board as needed.

5% Litigation

Monitors claims and litigation involving the LHC. Works with outside counsel assigned to the litigation. Counsels and works with LHC employees involved in litigation.

Participates in settlement conferences and court appearances.

Prepares and/or directs the preparation of briefs and other activities incidental to highly complex tax and housing litigation and court activities of the agency.

Advises department officials and Board members of complex legal problems.

Provides the entire agency highly technical legal directions, advice, assistance, consultation, and representation, having direct influence on the operations of the agency.

Participates in depositions.

Acts as lead in Louisiana Department of Ethics investigations.

Works with the Louisiana State Department Office of Risk Management on insurance claims and litigation.

5% Performs any other duties assigned.

Louisiana Housing Corporation – Executive Counsel

01/2022

