



OFFICE OF THE PARISH PRESIDENT  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
P. O. Box 6097  
HOUMA, LOUISIANA 70361-6097



MICHEL H. CLAUDET  
PARISH PRESIDENT

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October 29, 2008

Terrebonne Parish Council Members  
Terrebonne Parish Consolidated Government  
8026 Main Street, Suite 600  
Houma, Louisiana 70360

Re: Appointment of Department Head

Dear Council Members:

Pursuant to Section 2-98 of the Parish Code, please accept my recommendation of Mr. J. Dana Ortego for the Director of Risk Management and Human Resources Department, which I will introduce at the November 5, 2008 Regular Council Meeting.

Attached please find the job description and estimated cost for the proposed appointee, together with his qualifications, in conformance with the requirements of the Parish Code.

I respectfully request your ratification of this appointment at the November 19, 2008 Regular Meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Michel H. Claudet", with a long horizontal flourish extending to the right.

Michel H. Claudet  
Parish President

Attachments

Cc: Reading File

J. DANA ORTEGO  
301 Apache Road  
Houma, LA 70360  
985-688-6435 (cell)  
jdortego@bellsouth.net

OBJECTIVE:

Service-focused attorney/counselor/manager with strong commitment to serving the needs of his clients, and business community as needed to comply with the laws of Louisiana.

Excel in organizational planning with documented success in the practice of law and providing legal access to the residents of Terrebonne and surrounding parishes.

Skilled in working with the public, business and legal communities of the surrounding parishes in a wide variety of business and civic activities

PERSONAL INFORMATION:

Born August 12, 1958 in Mamou, Louisiana, Raised and educated in Lafayette, Louisiana, married in 1983 to Deborah Waitz Ortego, father of three children, Matthew 19, Michael 16, and Anna Catherine 13.

Member of St. Francis de Sales Cathedral and serve as a Eucharistic Minister; Past Board of Directors, St. Francis de Sales School and St. Francis de Sales Catholic Church; Vanderbilt Terrier Club Board Member; Terrebonne Parish Recreation Department past coach for Baseball and Basketball; Terrebonne Soccer Association member and past coach; Krewe of Houmas member and past Board of Directors (12 years)

EDUCATION AND PROFESSIONAL AFFILIATIONS:

1976 Graduate of Lafayette High School

1982 Bachelor of Science Degree in Business management from University of Louisiana

at Lafayette

1986 Juris Doctorate Degree Southern University Law Center in Baton Rouge

Admitted to Louisiana State Bar in 1986

Admitted to practice before all Louisiana, State, Parish, City Courts

Admitted to U.S. District Courts Eastern, Middle, Western Districts

Federal Courts

U. S. Court of Appeals, Fifth Circuit

Active member Louisiana State Bar Association

Terrebonne Parish Bar Association

Louisiana Association of Defense Counsel  
Appointed and served (1990 – 1995) Terrebonne Parish Notarial Commission

WORK EXPERIENCE:

1982 – 1983 – Steinburg Sporting Center, Baton Rouge, LA

Assistant manager Shoe Department, retail sales

1983 – 1986 – Waitz and Downer, Paralegal researcher, duties included filing,  
preparing

and researching, administrative assistant to defense partners

October 1986 – present – Associate attorney with Waitz and Downer

Areas of practice predominately in automobile insurance defense,  
litigation and  
trial practice

Investigated, handled and defended Public Entity (Lafourche Sheriff's  
Department) Civil Rights Allegations of prisoners and employees

Investigated and handled claims of employee issues with employer regarding  
sexual, racial and wage discrimination issues in the work place

Successfully defended in Federal Court employer suits against Public Entities on  
work place, and sexual and racial discrimination

OTHER AREAS OF CIVIL PRACTICE:

1986 – 1992 Federal/State Court Civil Rights litigation

Defense of Lafourche and Terrebonne Parish Sheriff's Departments in  
inmate

claims, suits and litigation, as well as general liability defense of the  
departments

Maritime/Offshore Personal Injury, automobile/accident personal injury claims,  
Insurance Automobile/Long Haul Trucking Defense,  
Intervention/Subrogation/Insurance benefit Recovery Litigation, Claimant  
Defense Workmans Compensation, Social Security Disability Claims, Open  
Account Collections. Domestic/Divorce/Family Litigation

LIST OF MAJOR INSURANCE CLIENTS AVAILABLE ON REQUEST

PREVIOUS/PAST INSURANCE CLIENTS:

Patterson Services, Inc.

Patterson Truck Lines

RPC Energy Services

Cudd Pressure Control, Inc.

Southern Fire Casualty Insurance Company

Deep South Surplus Lines

K & K Insurance Group

<u>SKILLS</u>	<u>LEVEL</u>	<u>EXPERIENCE</u>
Client Advocacy	Expert	21 + years
Community Client Relations	Expert	21 + years
Office Management/Staff Supervisor	Intermediate	15 + years
Fundraising/Donor Relations	Intermediate	8 Years

ADDITIONAL INFORMATION:

Respected leader/builder in organizations involved with. Committed to improving the quality of life for clients, Associates and the community and representing them to the fullest extent of the law. Transferable management/people skills to assist business and private sector to be successful in these goals. Looking for a challenge and career change to use professional skills to improve, assist and coordinate a positive change in your business.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

**JOB DESCRIPTION**

**POSITION TITLE:** DIRECTOR  
**DEPARTMENT:** HUMAN RESOURCES AND RISK MANAGEMENT  
**DIVISION:**  
**GRADE:** 29  
**REVISED:** 02/ 2000  
**REPORTS TO:** C.A.O.  
**REVIEWED:** 00/00/00  
**WAGES:** \$63,293 - \$102,531

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**SUMMARY:**

The Director is appointed by the Parish President and approved by the Terrebonne Parish Council. The incumbent is responsible for the administration of Human Resources and Risk Management system for the Parish including all Parish departments, offices, agencies, and special districts.

**BASIC FUNCTIONS:**

- 1) Administers classification and compensation plan.
- 2) To develop and, upon adoption, to administer a position classification plan which shall provide for the classification of all positions on the basis of the duties and responsibilities of each position.
- 3) To develop and, upon adoption, to administer a salary plan for all positions in the parish service.
- 4) To prepare human resources rules to carry out the provisions of this section. Such rules shall apply to all parish departments, offices, agencies and special districts and shall provide for:
  - A) Policies and procedures for the administration of the classification plan.
  - B) Policies and procedures for the administration of the salary plan.
  - C) Policies and methods for holding competitive tests or other methods approved by the council to determine the merit and fitness of candidates for original appointment and promotion.
  - D) The establishment and maintenance of lists of persons eligible for appointment by reason of successful participation in competitive tests or other approved methods and procedures for the certification of persons from the eligible lists for filling vacancies.
  - E) The procedure for lay-off, suspension, demotion and dismissal of employees.
  - F) Hours of work, attendance regulations, and sick and vacation leave.
  - G) Prohibition against political activity of employees and assessment for political purposes.
  - H) A retirement system for parish employees which shall take into account any existing retirement system or systems.
  - I) Other policies, practices and procedures necessary to the administration of the parish human resources system.

Job description

- 5) Oversees payroll functions.
- 6) Administers Drug Testing program.
- 7) Reviews hiring, termination, and all disciplinary actions.
- 8) Handles EEOC and unemployment claims.
- 9) Administers various retirement systems.
- 10) Manages all property, casualty, Medical Insurance and claims.
- 11) Manages Safety and Loss Control program.

**EDUCATION/EXPERIENCE:**

- 1) Bachelor's degree from an accredited college or university plus five years experience in a human resources management position or five years experience in an area of risk management.
- 2) Working knowledge of DOTD Drug testing Regulations.
- 3) Specialized training and experience in public human resources administration or risk management administration.