Revised September 1, 2023

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 33

SUBJECT: Selection and Appointments

EFFECTIVE DATE: April 24, 1978

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PHILOSOPHY

It is the Department's policy to fill job vacancies with the best-qualified employees on the basis of ability and merit. The Department encourages career employment and recognizes an employee's continued service as a benefit, which entitles him/her to certain privileges and considerations. To this end, Department job vacancies are posted on the Civil Service (CS) LA Careers Website at www.jobs.la.gov except for certain temporary and non-competitive appointments. All employees are encouraged to apply for jobs for which they are qualified. Preference will be given to employees who have attained permanent status with DOTD over outside applicants only when credentials are comparable. Qualified, permanent DOTD employees who apply and who meet job-related preferences or possess desired credentials as specified on the job posting must be interviewed and considered for promotional opportunities with the exception of certain engineering jobs (Section 7. A. (1)), wherein a core competency questionnaire may be used to limit the number of eligible DOTD employees interviewed. Where merit and ability to do the job are considered equal, employees with the greatest Department seniority will be given preference. DOTD will use recruitment teams to reach out to all segments of society to develop a pool of qualified candidates that reflect the diversity of Louisiana's workforce. Each member of a recruitment team should have sufficient knowledge and experience regarding the recruitment needs of the department to be able to contribute to the recruitment process. In addition, each team member should be aware of DOTD's Affirmative Action Plan. All vacancies will, therefore, be filled on the basis of merit and ability, and without regard to race, color, religion, sex, national origin, political affiliation, disability, age or pregnancy.

2. DEFINITIONS

A. Seniority is defined as continuous service with the Department of Transportation and Development (DOTD). Seniority is not broken by approved leaves of absences, but is broken by resignation, retirement, dismissal, termination, layoff of more than 1 year, or voluntary military service of more than 6 years. In the event an employee terminates his/her employment with DOTD and is later reemployed, all previous seniority is lost and his/her accumulation of seniority begins with the rehire date. (Exception: In cases where an employee appeals his/her termination and is reinstated, all prior seniority is restored.)

B. Promotion is defined as a change of a permanent status employee to a different position allocated to a job with a higher maximum. [CS Rule 1.27]

C. Reallocation is defined as a change in the allocation of a position from one job title to another. [CS Rule 1.32]

D. Reassignment is defined as the change within the same department of a permanent or probationary employee from a position in one job to another position in a different job, both jobs of which have the same maximum rate of pay. [CS Rule 1.33]

E. Position Change for the purposes of types of appointment means the movement of a classified employee from one position number to another position number with the same job title. [CS Rule 1.25.01]

F. Demotion is defined as a change of an employee from a position in one job to a different position allocated to a job with a lower maximum. [CS Rule 1.11]

G. Interview Panel is defined as the group of individuals that conducts a job interview. To the extent practicable, the interview panel should reflect the diversity of Louisiana's workforce, and should have sufficient knowledge of the selection process as well as the skills required for the vacancy to be able to contribute to the hiring decision. The interview panel only ranks applicants on their individual responses as part of the interview and job-related skills demonstrated during the interview, i.e., communication and professional demeanor.

H. Selection Matrix is defined as a tool that is used to objectively compare an applicant's qualifications to a vacant position's job-required factors and to rank applicants according to their credentials. The Selection Matrix must include the required standard statement certifying compliance with PPM No. 9, DOTD Nepotism Policy.

3. SELECTION CRITERIA

As a general rule for all selections, Appointing Authorities shall make their selection decision on the basis of merit and ability to do the job by taking into consideration the results of the entire selection process. The use of a selection matrix (Refer to the Human Resources, Forms and Job Aids intranet link for standardized selection job aids and forms under Selection/Appointments or click here) with weighted factors is required when filling positions below the Section Head level and should be developed prior to posting a classified vacancy. The following factors shall be used to determine the best candidate:

A. Quantity of experience directly related to the position being filled (experience must be supported by an official application submitted by the candidate);

B. Supervisory experience based on the official application submitted by the candidate for all supervisory positions;

C. Documented interviews for all considered candidates based on job-related knowledge, skills, and abilities;

D. Formal training and/or education directly related to the position being filled based on the official application submitted by the candidate;

E. Oral Communication and Professional Demeanor based on the average scores of the interview panel members;

F. Where merit and ability to do the job are considered equal, employees with the greatest Department seniority will be given preference.

4. RESPONSIBILITIES

A. Employee. It is the responsibility of the employee to take the CS examination if such is required for promotional eligibility. Although CS allows an employee to take exams even though he/she may not qualify for any jobs on the exams selected, no employee may be considered for promotion unless he/she meets the minimum/preferred qualifications when the vacancy is posted. It is also the employee's responsibility to satisfactorily complete all established training requirements for promotion to higher level jobs and to maintain a work and attendance record that merits consideration for promotion.

B. Office Head/District Administrator/Assistant District Administrator/Section Head. Appointing Authorities at this level must ensure that all provisions of this policy are followed when posting and filling vacancies under his/her jurisdiction. Additionally, he/she must review and approve the selection to ensure policy compliance as well as a sound hiring decision. He/she will also ensure the following:

(1) Interview panel members must complete required training prior to serving on an interview panel. Supervisors must complete the instructor-led training course entitled "Selecting the Best" and non-supervisors must complete the web-based training course entitled "Interview Panel Member Training" or "Selecting the Best". "Selecting the Best" must be completed within 90 days of appointment to a supervisory position.

(2) DOTD vacancies that are posted in LA Careers must be posted for a minimum of **seven (7) calendar days** and include all standard supplemental questions.

(a) All announcements must also contain CS minimum/preferred qualification requirements; DOTD training or licensure requirements; special requirements, such as state-wide travel, shift work, or ability to respond to emergencies within a certain time

period; and any other essential functions, particularly those involving physical requirements. If it is necessary to cancel a job posting, then the District Administrator/ Section Head must approve the cancellation.

(3) DOTD vacancies should be posted as Promotional – DOTD Employees Only when qualifying and/or preferred experience can only be gained from within the agency or when there is an anticipated sufficient internal applicant pool. **Only permanent DOTD employees may be considered for the promotional vacancy.**

(4) All interview panel members shall disclose any immediate family or other personal relationships with an interviewee to the Hiring Manager prior to the start of a job interview. This includes relationships through birth, marriage, or co-habitation, and includes both current and former relationships.

(5) All interviews will be conducted by a panel of two or more members who should reflect the diversity of Louisiana's workforce, to the extent practicable, and should have sufficient knowledge of the selection process as well as the skills required for the vacancy to be able to contribute to the hiring decision. In order to adequately prepare for interviews, candidates shall be given at least a 24-hour notice prior to the scheduled interview time. Interviews shall be developed in advance and structured (questions must be job-related and should be behavior-based with appropriate benchmark responses as well as all applicants asked the same questions and their responses documented and evaluated using the same criteria).

(6) Available performance, attendance and work records must be reviewed when considering an applicant for hire. The Field/HQ HR Office will provide public information to Hiring Managers for any applicant currently or previously employed by DOTD upon request. Confidential information may be provided to Hiring Managers with the written consent of the employee.

(a) As to the release of employment information within the Department, the Hiring Manager must submit the request to the appropriate Appointing Authority, who will provide the information, or have his/her designee provide the information. No other DOTD employees are authorized to release information on current or previous employees within the Department.

(b) When considering outside applicants, Hiring Managers should ask interviewees to bring to the interview the names, job titles, e-mail addresses, fax/telephone numbers and addresses of those persons

who are listed on the application as individuals who can verify prior employment.

(7) Reasonable, documented attempts must be made to contact previous employers, either over the telephone, by fax, or in writing. Regardless of the method used to obtain the information, the Reference/Eligibility Check Form must be completed. Forms completed for previous DOTD employees require the signature of the Appointing Authority of the District/Section which previously employed the applicant. No former DOTD employee may be rehired without the written approval of the Office Head over the position. How many and which references to check may depend on the extensiveness of the applicant's work history, the importance of the job, etc. References from recent employers, however, are usually more valuable than those obtained from employers in the applicant's remote past. Although Hiring Managers may not wish to contact references on all applicants, references *should* be contacted on those applicants considered top candidates for employment, and *shall* be contacted for the applicant being recommended for employment, except when the Appointing Authority over the vacant position is also the Appointing Authority for the employee who is the selected candidate. Reference checks will be made in a fair, consistent, non-discriminatory, and "good faith" manner.

(a) When an applicant submits an application for any given DOTD position, his/her acknowledgement on the application provides the DOTD Hiring Manager consent to obtain employment information from prior employers.

(b) The information obtained from the reference checks is then used to assist the Hiring Manager in making his/her selection recommendation. All information received by Hiring Managers when conducting reference checks on applicants shall be maintained with all other selection records (e.g., applications, interview documentation, selection matrices, Reference/Eligibility Check Forms, etc.) in accordance with DOTD's Records Retention Schedule.

(8) All required licenses, training, or education/experience requirements must be verified by the HQ or Field HR Office and the Appointing Authority or his/her designee prior to making the official job offer.

(9) Written records (Authorization for Action form, selection matrix and supporting documentation, etc.) are maintained to document the basis on which a selection decision is made. These records if applicable must reflect how the factors listed in Part 3. A. - E. (i.e., quantity of job-related experience, supervisory experience, interview, formal training and/or

education, oral communication, and professional demeanor) were evaluated and support the selection decision made. In the event a grievance or discrimination complaint is filed over a selection decision, the Appointing Authority will make these records available for review.

(10) Maximize opportunities to reach affirmative action goals. The Appointing Authority should review the most recent Affirmative Action Plan prior to making or approving the selection. The Affirmative Action Plan is provided to the Appointing Authorities periodically, but may be obtained from the Compliance Programs Section upon request.

(11) At the time the position becomes vacant, the job description must be reviewed and updated as necessary. Job descriptions must be updated when major changes have taken place and every five years for positions below the supervisory level. When filling a vacant position at the supervisory level or above, the job description must be updated and submitted to HQ HR prior to posting, unless it has been officially updated within six months prior to the requested posting date. Requests to create a new supervisory position or reallocate an existing position must be approved by the respective Office Head and submitted to HQ HR for further review and recommendation to the Undersecretary for approval prior to submission to State Civil Service for final approval.

(12) An Authorization for Action form is generated for the Appointing Authority's approval and forwarded to the appropriate Human Resources Office. Questions regarding eligibility should be resolved with District or HQ HR <u>prior</u> to making the official job offer.

(13) Upon the final authorization for the hire, all candidates considered must be promptly notified of results of the selection process. The action must then be entered into the LA Careers system.

(14) If appropriate, responsibility for compliance with the above enumerated items may be delegated to corresponding HR Analysts.

C. <u>Human Resources.</u> HQ and Field HR Offices will ensure, through coordination and monitoring efforts, that all policy provisions are followed. Additionally, HQ and Field HR Offices will, as follows:

(1) Review job posting request prior to coordinating with SCS to post the position(s) within the LA Careers system.

(2) Verify selected candidate meets all of the qualification and credential requirements of the position prior to the official job offer being made.

(3) Review Authorization for Action forms to ensure the following:

(a) Recommended candidates meet all eligibility requirements for the position as well as any supplemental qualifications/requirements, as applicable;

(b) A copy of the Department Preferred Re-Employment List (DPRL) is attached as required by Civil Service [CS Rules 17.23-25].

(4) Provide assistance to Appointing Authorities in the interpretation of this policy and its procedures;

(5) Counsel employees upon request as to career opportunities, qualification requirements, etc.

(6) Disclose to external prospective employers available employment reference/eligibility information on any current or former DOTD employee and only with the current or former DOTD employee's written consent or a court order. In the event an employee receives an external request for employment information on a current or former DOTD employee, he/she shall forward the request to the appropriate Field/HQ HR Office for proper handling.

(a) Information to be released shall be limited to the following:
1) Job titles
2) Dates of employment
3) Full or part-time employment status
4) Salary
5) Information related to job performance as documented in the employee's employment record, i.e., personnel actions such as promotions, demotions, reassignments, details, disciplinary actions, etc.; position duties described on the Position Description; performance evaluations; training certificates/records; safety records; leave usage/balances
6) Reasons for separation as reflected by the official personnel action

(b) Information related to a current or former employee's drug/alcohol test results are confidential and shall not be disclosed, except when a current or former employee is applying for a USDOT-regulated safety-sensitive job with another employer. In this case, DOTD must release the results of drug/alcohol tests administered during the previous years, but only the HQ Employee Relations Specialist is authorized to release/obtain such information and only with the employee's written consent to do so. (Refer to DOTD's Substance

Abuse Policy and Procedures Reference Manual for Supervisors for more details.)

5. VERIFICATION OF ELIGIBILITY FOR EMPLOYMENT

Certain positions have specific eligibility requirements that must be verified prior to employment. In general, once the recommended candidate is approved and authorized by the appropriate Appointing Authority, he/she may be offered the job, contingent upon receipt of negative results on DOTD's mandatory post-offer drug test/physical examination and receipt of any required documents (see below) by the appropriate HR Analyst. Once the candidate accepts the position, the selection package should be forwarded to the appropriate HR Analyst, who will in turn conduct the following inquiries and advise the candidate of the requirement to submit any applicable documents prior to establishing an employment date:

A. Suitability Check: For each prospective employee, the HR Analyst must perform a suitability check by accessing statewide HR data systems and documenting results of such. This may include a required check for re-employment rights via a Department Preferred Re-Employment List (DPRL), E-verify system, verification of eligibility for state employment via the Barred State Employment Search System, or other checks within the LaGov and LA Careers Systems.

B. Specialized Credentials: For jobs requiring a college degree, other academic credentials or specialized license or certificate, the candidate must provide proof of such prior to making the official job offer. The HR Analyst will ensure that this documentation is obtained, and will contact the applicant in the absence of such to further determine eligibility for hire.

C. Driver's License/Record: For jobs requiring a valid driver's license, the candidate must provide the appropriate license to the HR Analyst, who in turn will submit the Official Driving Record (ODR) request to the Louisiana Department of Public Safety, Office of Motor Vehicles. There is no fee associated with this request.

D. Criminal Background Checks: For jobs requiring a criminal background check (Attachment D), Field/HQ HR will submit a payment request to their respective Petty Cash Custodian who will issue a check to the Department of Public Safety. Field/HQ HR will provide the check to the candidate to present to the Department of Public Safety, Louisiana State Police who will conduct a criminal background check prior to employment.

E. Prior USDOT Drug/Alcohol Testing Violations: For jobs designated as safety-sensitive by USDOT, the HR Analyst must obtain from prior employers, any positive results from drug/alcohol tests administered during the past two years for USCG, and the past three years for FMCSA, while the candidate was holding a USDOT-regulated safety-sensitive job. (Detailed procedures are provided in DOTD's Substance Abuse Policy and Procedures Reference Manual for

Supervisors.)

F. Direct Deposit Authorization Form: As a condition of initial and continued employment, each prospective employee must complete a Direct Deposit Authorization Form (available in the Field/HQ HR Offices and on the DOTD Intranet) to facilitate the mandatory direct deposit of wages to a designated financial institution.

G. Verification of License and Registration Form: As a condition of initial and continued employment, unclassified employees whose salary is equal to or exceeds one hundred thousand dollars annually must provide proof of a Louisiana driver's license and registration as per R.S. 42:31. All vehicles registered in the employee's name shall be registered in Louisiana. These prospective employees must complete a Verification of License and Registration Form (available in the Field/HQ HR Offices and on the DOTD Intranet) prior to employment. Additionally, the employee must inform HR and complete an updated form to include any changes in information provided. In the event an unclassified employee's salary is increased to require such verification, the Field/HQ HR office will request that the form be completed and returned for recordkeeping.

H. Employment Start Date: Once the HR Analyst obtains the documents indicating that applicable job requirements are met, including the results of DOTD's mandatory, post-offer drug test and physical examination, he/she will coordinate the desired employment date with the appropriate Appointing Authority and/or Hiring Manager and the candidate.

I. Supporting documentation must be submitted to the Headquarters HR Section or Field HR Office with employment paperwork.

6. COMPETITIVE APPOINTMENTS

A. When a vacancy below the Section Head level is filled by a probational appointment, such appointment shall be for a period ranging from 12 to 24 months, the length of which is determined by job performance and work record.

B. Only employees with permanent status may be considered for promotion. Additionally, employees whose employment records reflect any of the following will not be eligible for promotion:

(1) Current unacceptable performance evaluation (Unsuccessful/Needs Improvement).

(2) Severe disciplinary action (i.e., suspension of 3 days or more or a reduction in pay equivalent to such; disciplinary demotion; etc.) over the past one-year

period or a record of repeated disciplinary actions or letters of counseling during the employee's career with the Department.

(3) Unacceptable leave taken during the past year, as indicated by a pattern of unapproved absences for which employee was frequently placed on unauthorized leave without pay; a pattern of frequent, unexplained sick leave requests; or a pattern of frequent requests for leave without pay due to exhaustion of paid leave balances. (Note: Approved Family/Medical Leave usage is not to be held against an employee.)

(4) Failure to obtain any training required for promotion.

C. Vacancies at the Section Head level or above shall be filled by a detail to special duty appointment or as a probational appointment for 6 to 24 months.

D. An appointment of a rehired retiree must be approved up through the chain of command to include the DOTD Secretary prior to making the job offer.

7. ADDITIONAL PROCEDURES FOR CERTAIN POSITIONS

A. Professional Engineering Appointments for DOTD Employees (TS-319 and above)

(1) DOTD has a specific process for filling vacancies in professional engineering jobs at the TS-319 level and above via the promotion of DOTD employees. When there are more than five qualified applicants, the Hiring Manager may choose to develop and submit a core competency questionnaire along with the names of the recommended rating panel to the appropriate approval authority for approval. Once approved, the Hiring Manager distributes questionnaires to qualified applicants for completion. The rating panel (usually three administrators and/or managers who are at or above the level of the position being filled) evaluates and ranks the applicants. The Hiring Manager then assembles a panel (except as noted in B below) of at least two other employees who are familiar with the position's requirements and who can assist the Hiring Manager with the interview process. Structured interviews are then conducted with those employees who are considered top candidates.

(2) However, the Hiring Manager may choose not to use a core competency questionnaire if he/she decides to interview all qualified internal candidates who meet job-related preferences or possess desired credentials as specified on the job posting.

(3) After having reviewed and considered each candidate's merit and ability and input from the panel, the Hiring Manager completes the Competitive Action Authorization and submits his/her selection for Appointing Authority

approval and forwards to the appropriate Human Resources Office. Questions regarding eligibility should be resolved prior to making the official job offer. All candidates must be promptly notified in writing by the Hiring Manager as to the number of applicants considered and the name of the selected candidate.

B. Other Positions: Engineering (TS-320 and above) and Non-Engineering (Section Head level and above)

(1) In selecting candidates at this level, a panel consisting of at least four members will conduct the interview. The panel should reflect the diversity of Louisiana's workforce to the extent practicable, and should have sufficient knowledge of the selection process as well as the skills required for the vacancy to contribute to the hiring decision. The Hiring Manager of the position will submit the names of recommended individuals to serve on the panel to the Appropriate Authority for approval. This panel must at least include the following:

(a) supervisor of the position;

(b) peer of the position.

Additionally, the panel may include a subordinate of this or a similar position, an at-large, internal DOTD employee with whom the position has considerable contact, and/or an at-large member from an external entity with whom the position has considerable contact, if possible.

(2) Although the members of this panel will make recommendations for consideration by the Appointing Authority, the Appointing Authority ultimately decides which candidate he/she will appoint.

(3) After review and consideration of each candidate's merit and ability and input from the panel, the Appointing Authority submits his/her selection decision; this includes supporting documentation to HQ HR for final review and action. Once the selection material is reviewed and approved, all candidates must be promptly notified in writing by the Appointing Authority as to the status of the selection decision.

8. NON-COMPETITIVE POSITION CHANGES/ APPOINTMENTS

A. Reallocations

(1) A reallocation of an existing position is appropriate when the duties and responsibilities of that position have undergone an ongoing and significant change to the extent that it no longer meets the overall job concept of its

current allocation. This generally evolves over a period of time and ultimately results in a change in job title to one that has either the same, lower or higher pay level. For filled positions, the incumbent must actually be performing the additional duties that warrant a reallocation and must qualify for the job being requested. Requests for reallocation of filled positions may either be initiated by an Appointing Authority and submitted to HQ HR for further review and recommendation to the Undersecretary for approval, or an individual employee, who may submit an Employee Appeal directly to the Department of Civil Service. The pay of an employee whose position is reallocated downward is not affected provided that the employee's pay is within the range of the new pay level; if such employee is earning more than the maximum of the range for the lower-level job, his/her pay must be "red-circled" in accordance with CS Rule 6.15. The percentage increase for employees who are reallocated upward is the same as for promotions (i.e., 7% for a one pay level increase, 10.5% for two, and 14% for three or more). The effective date for reallocations received and acted upon by Civil Service will be processed as indicated on the Position Description.

(2) Career Progression Groups (CPG). Numerous DOTD jobs have been placed in a career progression group by the Department of Civil Service. For example, in the engineering technician job series, an established position may be filled at the Engineering Technician 1, Engineering Technician 2, Engineering Technician 3, or Engineering Technician 4 level. Career progression groups allow agencies to fill a vacant position at any level of the career progression and to move employees through the progressive levels of the group as the employee meets all requirements, (i.e., meets Civil Service minimum qualifications, performs at higher level, completes structured training requirements, etc.). Appointing Authorities, however, may deny reallocations of employees whose job performance has been deemed unsatisfactory. It is recommended that the Appointing Authority have performance concerns documented, in writing, i.e., areas the employee needs to improve in order to be reallocated, letters of counseling, disciplinary action, and/or documentation on the employee's performance evaluation.

B. Job Correction is defined as the change in the allocation of a position as a result of revisions to the job specifications and/or the allocation criteria. [CS Rule 1.18.01].

C. Reassignment, Position Change and Change in Duty Station

(1) Reassignments and position changes are important placement functions of effective personnel administration. Filling vacancies by reassignment or position change is an effective approach to meeting changes in work loads and fully using employees' skills and abilities. The Department, therefore,

reserves the right to reassign or position change a permanent, qualified employee who meets any applicable Civil Service testing requirement from one job to another job or from one work location to another work location, when it is deemed in the best interest of the Department. However, an employee will not be reassigned to deny that employee a future promotional opportunity that may develop in his/her current unit. Vacancies to which employees are to be reassigned or position changed need not be posted; however, the Authorization for Action Form is required for movements within a District/Section. Reassignments or position changes from one District/Section to another, however, will require posting, completion of an Authorization for Action form, and approval by the District/Section Appointing Authority losing the employee as well as any other designated approvals, unless the Appointing Authority has jurisdiction over both the gaining and losing District/Section or the Office Head of the gaining and losing District/Section approve. [CS Rule 23.10]

(2) An appointing authority may change the duty station of a position occupied by a permanent or probationary employee from one geographical area to another. There is no vacancy and therefore no need for a job posting. When the duty station of a probationary employee is changed from one geographical area to another, the appointing authority shall provide documentation of the business reason and when the need for the change was identified. [CS Rule 23.11].

D. Voluntary Demotion. When an employee requests a voluntary demotion within his/her District/Section, the position need not be posted, but the Request for Voluntary Demotion form must be approved by the Appointing Authority and the Non-Competitive Action Authorization form must be submitted to the appropriate HR Office along with the affected employee's application. Voluntary demotions from one District/Section to another, however, will require posting, completion of an Authorization for Action form and Request for Voluntary Demotion, and approval by the District/Section Appointing Authority losing the employee as well as all other designated approvals, unless the Appointing Authority has jurisdiction over both the gaining and losing District/Section or the Office Head of the gaining and losing District/Section approve. [CS Rule 23.14]

E. Non-competitive Re-Employment Based on Prior State Service

(1) Within ten years from separation, a former permanent employee may be re-employed in any job for which he or she meets the minimum qualifications. The job must have the same or lower maximum salary as the current maximum for the job in which he/she had permanent status. No former employee shall acquire eligibility for noncompetitive re-employment through service in a job from which he/she was dismissed, resigned to avoid dismissal or was demoted for cause [CS Rule 23.13].

(a) If the former job in which the employee or former employee held permanent status undergoes a change in title after he/she separated (excludes upward reallocation), and there are no legal barriers (ex. required license, certification, etc.), the employee or former employee does not lose re-employment eligibility for the job or for any other job at the same or lower current maximum pay as the job to which his/her position changed in title. When these situations occur, eligibility remains even if the maximum pay has moved upward.

(b) If the former job in which the employee or former employee held permanent status undergoes a change in minimum qualifications, and there are no legal barriers, the employee or former employee does not lose his/her re-employment eligibility for the job or lower level job in the same job series.

(2) Vacancies in which employees are to be non-competitively re-employed need not be posted. However, a letter of justification including the reasons for the non-competitive appointment and proposed salary along with approvals through the chain of command (up to and including DOTD Secretary) are required prior to making an employment offer.

9. RELATIONSHIP TO GRIEVANCE/DISCRIMINATION COMPLAINT PROCEDURES

A. An employee who feels he/she has been treated unjustly with respect to a promotional opportunity has the right to file a grievance, using the grievance procedure described in the Secretary's Policy and Procedure Memorandum No. 34.

B. Upon receipt of a grievance, the Appointing Authority (or his/her designee) is responsible for immediately providing a copy of the grievance form to the HQ and/or appropriate District HR Office. Additionally, District HR employees are required to immediately notify the HQ HR Section upon receipt of a grievance.

C. An employee who feels he/she has been unlawfully discriminated against with respect to the filling of a vacancy has the right to file a discrimination complaint using the procedure described in the Secretary's Policy and Procedure Memorandum No. 13.

D. In the event that an employee alleges discrimination occurred during the course of the selection process to fill a vacancy, the Compliance Programs Office will notify the appropriate member of the HQ Human Resources Section of the complaint.

E. No promotion or new appointment will be made effective while a grievance or discrimination complaint is pending in connection with the filling of a vacancy. An employee, however, may be detailed or placed on a job appointment to the disputed position, at the discretion of the Appointing Authority.

10. DUAL CAREER LADDER (DCL) JOBS

In accordance with Civil Service Rule 5.9, DOTD has established Dual Career Ladder (DCL) policies governing the establishment of DCL positions and employees' eligibility for such. Please refer to Attachments A, B, and C for more information.

11. SECRETARY'S AUTHORITY

The Secretary of the Department may waive any one or more of the provisions of this policy whenever, in his/her opinion, such action is in the best interest of the Department, provided exceptions do not violate any Civil Service Rules and Regulations.

12. FURTHER INFORMATION

Any questions regarding this policy should be directed to the Headquarters Human Resources Section.

Eric Kalivoda
Secretary

Attachments
(A – Professional Engineer DCL Policy)
(B – Engineering Technician DCL Policy)
(C – Environmental DCL Policy)
(D – Jobs Requiring Criminal Background Check)

Attachment A – Revised February 13, 2023

DOTD DUAL CAREER LADDER POLICY
PROFESSIONAL ENGINEERS

1. Program Goals

DOTD's dual career ladder (DCL) policy for professional engineers provides opportunities for the agency to recognize the value and contribution of highly skilled employees who wish to pursue careers that emphasize skill development and technical mastery rather than management and/or supervision. This policy will facilitate movement to a flatter organizational structure and will further enable the Department to both reduce turnover in non-supervisory jobs and attract technically competent people.

2. Definition

Dual career ladder (DCL) jobs are non-supervisory jobs in nature and in a job series which receive higher pay than traditional, non-supervisory jobs due to the performance of higher level, more complex duties and the required possession of advanced, specialized skills/experience.

3. Scope of Intended Use

One DCL job has been established for the professional engineering occupational group: Engineer 6 DCL (TS 319). The number of engineering positions to be allocated to this DCL job will not exceed 20% of the total positions in the professional engineering job series. DCL positions are distinguishable from non-DCL positions by the regular and recurring presence of three or more of the following characteristics:

- Performs the most complex assignments within the Section/District.
- Directs special projects dealing with highly complex and sensitive issues.
- Advises high-level agency officials on extremely complex and sensitive issues.
- Serves on national or regional committees in their areas of expertise.
- Advises or consults with other units/sections/districts with respect to their area of expertise.
- Serves as a court recognized expert witness.
- Requires substantial technical or professional training and expertise beyond the basic level.
- Performs duties associated with advanced or "cutting edge" technology.
- Performs duties of a multi-disciplinary nature or establishes standards or policies that serve as agency-wide directives.

4. Supplemental Qualification Requirements

Engineer 6 DCL positions require, as a minimum qualification requirement, two years of licensed engineering experience or six years of professional engineering experience and possession of a current Louisiana license to practice professional engineering. Additionally, each engineering position allocated to a DCL job will have specific or supplemental position requirements (i.e., experience or training in the applicable field or function, special license and/or certification, etc.) in addition to the minimum

qualification requirements. The supplemental qualification requirements must be approved by State Civil Service for the specific job title and position prior to the announcement in LA Careers and will be indicated in the job announcement.

5. Performance Standards for Eligibility

In accordance with Chapter 10 of the Civil Service Rules, DCL program eligibility requirements are as follows:

- Effective July 1, 2013, employees must have received an evaluation of "Successful" or above for the previous evaluation period.

Additionally, employees who have any record of severe disciplinary action (i.e., suspension of 3 days or more or a reduction in pay equivalent to such; disciplinary demotion, etc.) over the past one-year period or a record of repeated disciplinary actions or letters of counseling over the employee's career with the Department are ineligible for participation in the program.

6. Program Assessment Procedures and Reports

Upon request, HQ HR will prepare and submit a report to Office Heads that have DCL Positions in their chain of command on the use and effectiveness of the program during the previous fiscal year. The report will include current participants in the program, turnover rates for professional engineering jobs, and ratio of supervisory to non-supervisory positions in the professional engineering job series.

Attachment B – Revised February 13, 2023

DOTD DUAL CAREER LADDER POLICY
ENGINEERING TECHNICIANS

1. Program Goals

DOTD's dual career ladder (DCL) policy for Engineering Technicians provides opportunities for the agency to recognize the value and contribution of highly skilled employees who wish to pursue careers that emphasize skill development and technical mastery rather than management and/or supervision. This policy will facilitate movement to a flatter organizational structure and will further enable the Department to both reduce turnover in non-supervisory jobs and attract technically competent people.

2. Definition

Dual career ladder (DCL) jobs are non-supervisory jobs in nature and in a job series, which receive higher pay than traditional, non-supervisory jobs due to the performance of higher level, more complex duties, and the required possession of advanced, specialized skills/experience.

3. Scope of Intended Use

One DCL job has been established for the Engineering Technician job series: Engineering Technician DCL (TS 312). The number of Engineering Technician positions to be allocated to this DCL job will not exceed 20% of the total positions in the Engineering Technician job series. DCL positions are distinguishable from non-DCL positions by the regular and recurring presence of three or more of the following characteristics:

- Performs the most complex assignments within the Section/District, requiring the demonstrated ability to interpret, select, adapt, and apply many guidelines, precedents, and engineering principles and practices to the area of specialization.
- Independently plans and accomplishes special projects or studies of substantial scope and importance to the agency.
- Serves as an advisor to high-level agency officials on non-routine, sensitive, and complex issues pertaining to area of expertise. Serves as a DOTD technical engineering representative in meetings with local, state and federal government officials and elected officials.
- Provides advice, guidance, and assistance to other Units/Sections/Districts with respect to their areas of expertise; recognized as "the expert" in specific area.
- Serves as a court recognized expert witness.
  Completes required, substantial, technical training within DOTD, and/or state/national certification programs administered by entities outside of DOTD.
- Develops or oversees the development of modifications to sophisticated engineering computer systems and software programs; evaluates new technological concepts and procedures.
- Independently makes decisions that impact personnel in other specialized areas of engineering or in other Districts/Sections.

- Manages a technical program with statewide or district-wide responsibilities; establishes standards or policies that serve as agency-wide or district-wide directives.

4. Supplemental Qualification Requirements

The Engineering Technician DCL job requires, as a minimum qualification requirement, five years of sub-professional engineering experience. Additionally, each position allocated to a DCL job will have specific or supplemental position requirements (i.e., experience or training in the applicable field or function, special license and/or certification, etc.) in addition to the minimum qualification requirements. The supplemental qualification requirements must be approved by State Civil Service for the specific job title and position prior to the announcement in LA Careers and will be listed in the job announcement.

5. Performance Standards for Eligibility

In accordance with Chapter 10 of the Civil Service Rules, DCL program eligibility requirements are as follows:

- Effective July 1, 2013, employees must have received an evaluation of "Successful" or above for the previous evaluation period

Additionally, employees who have any record of severe disciplinary action (i.e., suspension of 3 days or more or a reduction in pay equivalent to such; disciplinary demotion, etc.) over the past one-year period or a record of repeated disciplinary actions or letters of counseling over the employee's career with the Department are ineligible for participation in the program.

6. Program Assessment Procedures and Reports

Upon request, HQ HR will prepare and submit a report to Office Heads that have DCL positions in their chain of command on the use and effectiveness of the program during the previous fiscal year. The report will include current participants in the program, voluntary turnover rates for engineering technician jobs, and ratio of supervisory to non-supervisory positions in the engineering technician job series.

Attachment C – Revised February 13, 2023

DOTD DUAL CAREER LADDER POLICY
ENVIRONMENTAL PROFESSIONALS

1. Program Goals

DOTD's dual career ladder (DCL) policy for environmental professionals provides opportunities for the agency to recognize the value and contribution of highly skilled employees who wish to pursue careers that emphasize skill development and technical mastery rather than management and/or supervision. This policy will facilitate movement to a flatter organizational structure and will further enable the department to both reduce turnover in non-supervisory jobs and attract technically competent people.

2. Definition

Dual career ladder (DCL) jobs are non-supervisory jobs in nature and in a job series, which receive higher pay than traditional, non-supervisory jobs due to the performance of higher level, more complex duties and the required possession of advanced, specialized skills/experience.

3. Scope of Intended Use

One DCL job has been established for the Environmental Specialist job series:, Environmental Impact Specialist DCL (TS 314). The number of Environmental Specialist positions to be allocated to this DCL job will not exceed 20% of the total positions in the Environmental Specialist job series. DCL positions are distinguishable from non-DCL positions by the regular and recurring presence of three or more of the following characteristics:

- Performs the most complex assignments within the section.
- Directs special projects dealing with highly complex and department-wide issues.
- Serves on national or regional committees in their areas of expertise.
- Advises or consults with other units/sections/ districts with respect to their area of expertise.
- Serves as a court recognized expert witness.
- Requires substantial technical or professional training and expertise beyond the basic level.
- Performs duties associated with advanced or "cutting edge" technology.
- Performs duties of a multi-disciplinary nature or establishing standards or policies that serve as agency-wide directives.

4. Supplemental Qualification Requirements

In addition to the minimum qualifications, each environmental specialist position allocated to a DCL job has specific or supplemental position requirements (i.e., experience or training in the applicable field or function, special license or certification, etc.) The supplemental qualification requirements must be approved by State Civil Service for the specific job title and position prior to the announcement in LA Careers and will be listed in the job announcement.

5. Performance Standards for Eligibility

In accordance with Chapter 10 of the Civil Service Rules, DCL program eligibility requirements are as follows:

- Effective July 1, 2013, employees must have received an evaluation of "Successful" or above for the previous evaluation period.

Additionally, employees who have any record of severe disciplinary action (i.e., suspension of 3 days or more or a reduction in pay equivalent to such; disciplinary demotion, etc.) over the past one-year period or a record of repeated disciplinary actions or letters of counseling over the employee's career with the Department are ineligible for participation in the program.

6. Program Assessment Procedures and Reports

Upon request, HQ HR will prepare and submit a report to Office Heads that have DCL positions in their chain of command on the use and effectiveness of the program during the past fiscal year. The report will include current participants in the program, voluntary turnover rates for DCL jobs, and the ratio of supervisory to non-supervisory positions in the environmental specialist job series.

Attachment D – Revised May 8, 2023

JOBS REQUIRING A CRIMINAL BACKGROUND CHECK

- Bridge Toll Collector
- Bridge Toll Collector Supervisor
- Bridge Toll Collector Operator Manager
- Compliance Inspector 1-3
- DOTD Enforcement Agent 1-3
- DOTD Enforcement Sergeant
- DOTD Enforcement Lieutenant
- DOTD Enforcement Captain
- DOTD Enforcement Major
- DOTD Enforcement Administrator
- Ferryboat Deckhand 1-3
- Guard
- Public Information Director 1-3
- Transportation Permits Manager
- Transportation Permits Specialist 1-3
- Transportation Permits Supervisor 1-2