Revised March 5, 2023

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 3

SUBJECT: Appointing Authority/Personnel Action Certifications

EFFECTIVE DATE: January 1, 1977

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. APPOINTING AUTHORITY DELEGATIONS

In the Civil Service Rule 1.4, "Appointing Authority," is defined as "the Agency, Department, Board, or Commission, and the officers and employees thereof authorized by statute, or by lawfully delegated authority, to make appointments to positions in the State Service." Civil Service Rule 12.1, et seq, provides that disciplinary actions and corrective actions, including removal, can be initiated only by the Appointing Authority.

Act 513 of the 1976 Regular Session of the Louisiana Legislature amended and reenacted Title 36 of the Louisiana Revised Statutes (La. R.S.) of 1950, said Title 36 being subsequently amended as it pertains to the Department of Transportation and Development by Act 488 of the 1988 Regular Session. Specifically, La. R.S. 36:503 designates the Secretary as the Appointing Authority for the Department of Transportation and Development. As Statutory Appointing Authority, I further designate, delegate, and grant the power of the Appointing Authority to the following:

A. Deputy Secretary over the entire Department of Transportation and Development to the same extent as my own authority

B. Executive Director for the Louisiana Professional Engineering and Land Surveying Board

C. Executive Director for the Louisiana Offshore Terminal Authority

D. Undersecretary and Deputy Undersecretary for the Office of Management and Finance

E. Assistant Secretary and Deputy Assistant Secretary for the Office of Planning

F. Commissioner and Deputy Assistant Secretary 3 for the Office of Multimodal Commerce

G. DOTD Chief Engineer and DOTD Deputy Chief Engineer for the Office of Engineering

H. Executive Counsel for Section 47 and any direct subordinates in Section 01

I. Assistant Secretary and DOTD Deputy Chief Engineer for the Office of Operations

J. Chief Maintenance Engineer to include direct subordinates in Section 55

K. Project Development Division Chief

L. All Section Heads for their respective Sections

For the purpose of daily and efficient administration, each of the employees occupying the above-named positions, is authorized to designate and delegate other individuals as Appointing Authority within their respective office, authority, or section with the approval of their respective Office Head. When a new Appointing Authority is appointed, all affidavits further delegating Appointing Authority by their position must be re-issued. The Human Resources Attorney and the Human Resources Section shall each be provided with a certified copy of such designation.

The above-named shall have the powers of Appointing Authority. Additionally, this authority extends also to suspensions with pay to address emergency situations to prevent significant risks of harm to persons and property.

This Policy and Procedure Memorandum confirms and ratifies any actions taken or to be taken by employees in the above-named positions as Appointing Authority.

2. CERTIFICATION OF COMPLIANCE OF PERSONNEL ACTIONS WITH CIVIL SERVICE LAW

A. Policy

It shall be the policy of the Department of Transportation that each personnel transaction shall comply with Article X of the Constitution of the State of Louisiana, the Civil Service Rules, the Uniform Classification and Pay Plans and the policies and procedures issued by the Director of Civil Service. I hereby delegate authority to the Human Resources Director to certify that each personnel transaction effected by this agency complies with such laws and procedures. I furthermore charge the Human Resources Director with the responsibility for establishing the necessary internal controls through his/her professional staff to make such a certification of compliance.

B. Provisions

(1) The Human Resources Director shall determine the method by which the certification of compliance process is completed and documented. These procedures shall be established in writing and maintained in the Human Resources Section and are subject to review by the Secretary, the Deputy Secretary, the Undersecretary and any official governmental auditing bodies.

(2) The Human Resources Director is responsible for establishing the necessary internal controls, including written Standard Operating Procedures, to prevent fraud and to ensure personnel transactions comply with Civil Service law.

(3) The Human Resources Director may delegate responsibility for specific areas of compliance to professional staff within his/her office. If he/she does so, he/she shall establish the type and scope of such delegation in writing.

Eric Kalivoda, Ph.D.
Secretary