DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

# POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

STATECIVILSERVICE

| | |
|---|---|
| Department: | 0700 - DOTD |
| Agency: | 0276 - DOTD-Engineering & Operations |
| Position Number: | 50336722 |

| | |
|---|---|
| Allocation Action: | Affirmed |
| Official Allocation: | DOTD PROG MAN |
| Job Code: | 172510 |
| Pay Level: | AS-620 |
| Delegated: | No |
| Career Progression Group: | No |
| Master Job Description: | No |
| Effective Date: | 07/20/2022 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 193352 |
| Consultant: | JCA |
| Supervisor: | DBA |

Louisiana SCS State Civil Service

# POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF 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

| MAJOR AGENCY CODE & PERSONNEL AREA CODE | POSITION NUMBER |
|---|---|
| 0700/0276 | 50336722 |

| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) | CURRENT PAY LEVEL | CURRENT OFFICIAL JOB CODE |
|---|---|---|
| DOTD Program Manager (Waterways Director) | AS 620 | 172510 |
| REQUESTED OFFICIAL JOB TITLE | REQUESTED PAY LEVEL | REQUESTED OFFICIAL JOB CODE |
| | | |

## 2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

| ORGANIZATIONAL UNIT NUMBER | COST CENTER NUMBER /FUND | WORK PARISH | PERSONNEL SUBAREA |
|---|---|---|---|
| | | | |

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Collins, Christopher | ☒ Yes ☐ No | Jennifer Mizzell |
| AGENCY/DEPARTMENT – OFFICE – DIVISION | | HUMAN RESOURCES TELEPHONE |
| DOTD/Office of Multimodal Commerce/Ports/S65/G001/EBRP | | ( 225 ) 379-1902 |
| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
| Statewide Program Manager 2 | 50530509 | Jennifer.Mizzell@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

| 1 | 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.

| | DATE | |
|---|---|---|
| EMPLOYEE | 7/18/22 | ☑ I certify that the information in this document is true and correct to the best of my knowledge. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| DIRECT SUPERVISOR Randell Withe | 7/18/22 | ☑ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| APPOINTING AUTHORITY (Required) | 7/19/22 | ☑ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| JAMES P JONES PRINT NAME AND TITLE OF APPOINTING AUTHORITY | | |

## 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.

Serves as the Manager for DOTD's Statewide Waterways Program. Travels extensively in and out of State to provide overall programmatic administration for a variety of professional level maritime programs that have statewide impact on our nearly 3,000 miles of navigable waterways. This position is recognized as being the State's expert on waterways and related issues, to include the newly implemented, legislatively mandated Waterways Dredging Program. As such, this position provides information, recommendations, and solutions to the Commissioner of the Office of Multimodal Commerce, by supervising and coordinating on statewide navigable waterway and maritime projects. The US Army Corps of Engineers has just accelerated the deepening of the Mississippi River Project by two years, requiring this position to devote significant time, experience, and communications talent to the State's responsibilities for this project.
Additionally, the new federal requirement for all projects impacting navigable waterways to be approved through this position for obtaining a "408 Permit", adds significant responsibility to the position. A "revision" to the Houma Navigation Canal 203 Study as just directed by the Assistant Secretary of the Army requires substantial oversight by the DOTD Waterways Program Manager. The mission of the Waterways Program is to continuously improve our marine transportation infrastructure for passenger and freight movement by nurturing economic development and enhancing quality of life through the implementation of efficient, safe, and seamless multimodal transportation systems, as found in the Louisiana Statewide Transportation Plan.

Details of specific duties follow:

50% Develops policies, program directives, strategic and operating plans and objectives for a rapidly growing program with projects having a total value of over $1.2 billion. Directs and supervises a staff of professional transportation program specialists in the accomplishment of these objectives. Evaluates program progress and develops goals, objectives, strategies, standards, and milestones by which progress is measured.

Manages the new statewide Waterway Dredging and Deepening Priority Program and supervises program staff. The Waterway Dredging and Deepening Program requires quarterly public hearings, reports to the Louisiana Legislature on projects requesting funding, and status of legislatively approved projects. Program projects are evaluated, scored and prioritized for recommendation.

Travels to meet with U.S. Senators and Representatives, state legislators, parish officials, mayors, federal agency directors, state agency heads, port authorities, industry leaders, and private organizations to provide professional assistance in all matters concerning statewide water transportation.

Represents the Department on the national and local level for multimodal and freight initiatives. Collaborates in organizing and coordinating freight symposiums and summits, bringing together national leadership in the industry for development of the Freight Strategic Plan. Responsible for negotiating contracts, budgeting, and implementing and updating the Louisiana Marine Transportation System Plan; coordinating on the Freight Strategic Plan; and coordinating on updating the Potts Statewide Plan.

Assists in developing the language for the involvement, economic benefit, status, needs, and plans for the Louisiana waterways into the long-range Statewide Transportation Plan. Over $7.6 billion in maritime related projects are identified in the plan. Planning and project evaluation includes obtaining creditable appraisals of the economic benefit and return on investment for waterway projects, averaging a return on the State's investment dollars from 3 to I on shallow draft projects, to over 89 to I on deepening projects like the Mississippi River. Consults with the Statewide Program Manager 2 to establish strategic goals, objectives, and strategies for implementation. Contributes to numerous studies showing the contribution of Louisiana's waterways to the state and the nation.

Collaborates daily with the DOTD Ports, Rail and Commercial Trucking staff to ensure a continuity of effort in navigable channel projects impacting the ports and associated land facilities and infrastructure. Likewise, synchronization is required with the Public Works Division concerning the effects that locks, levee, and dam projects may have on channel projects across the state.

Implements data collection, tracking systems, and analysis to validate needed infrastructure improvements to enhance the commerce of the State's waterway resources. Prepares presentations and reports to appropriate leadership to facilitate management decisions and long-range planning.

25% Manages Army Corps and Non-Federal Sponsor Section 203 Feasibility Studies with the U.S. Army Corps of Engineers' Washington D.C. headquarters, Mississippi River Division, and New Orleans and Vicksburg Districts on Louisiana water projects including: The Mississippi River Ship Channel Deepening Project; The Red River Deepening, expanding the Acadiana Gulf of Mexico Access Channel; enlarging the Houma Navigation Canal; deepening Little River at Jonesville; and deepening the Baptist Collette navigable waterway. Negotiates and administers consultant contracts to include writing, executing, making changes, tracking deliverables, invoice payment approval, and follow-up.

Secures federal grants and other funding for federal assistance in the advancement of freight and maritime development programs. Negotiates agreements for expenditure of funds. Ensures that hundreds of millions of federal and state dollars are appropriately expended and in compliance with federal and state regulations and guidelines.

Coordinates DOTD approval of all 408 permits granted by the Corps of Engineers. Provides DOTD oversight for Corps of Engineers', Coast Guard, and Maritime Administration projects - obtaining funds, negotiating agreements, coordinating and approving project work plans, approving payments, and administering the overall state responsibility.

20% Develops and manages the Waterways Program and Dredging Priority Program's Operating Budget, and capital projects of over $1 billion. Responsible for organizing $160 million in state Capital Outlay requests for the Waterways Programs. Manages annual state Capital Outlay funds for maritime projects.

Regularly confers with the DOTD Secretary, the Commissioner of Multimodal Commerce, the Deputy Commissioner of Multimodal Commerce, and the Statewide Program Manager 2 to examine and advise on maritime issues. Communicates with other Section Heads, and other departments (Financial Services, Management and Budget, Project Control, Audit, Procurement, Legal, District Administrators, etc.) to develop plans and coordinate efforts.

Recommends national maritime legislation for inclusion in the Federal Water Resources Development Acts. Coordinates with other states on national water policy. Serves as the Department's liaison with the National Waterways Conference, Council on Water Transportation, Lake Charles Harbor Safety Committee, Red River Waterway Commission, Tensas Basin Levee District, and the Institute for Trade and Transportation Studies. Makes presentations on maritime issues to state and national organizations. Coordinates with Louisiana ports, the U.S. Army Corps of Engineers' New Orleans District and Vicksburg District, U.S. Coast Guard District 8, and the U.S. Maritime Administration regarding program and project activities.

Serves as the Department's representative in meetings with elected and appointed federal, state and local officials. Develops and recommends DOTD positions on maritime issues and project priorities. Assists the Statewide Program Manager 2 with drafting testimony for Louisiana delegates and the Secretary of DOTD on maritime legislation. Responsible for Performance Evaluations, individual long-range Work Plans, leave requests and timesheets, work schedules, pay, travel, and administrative matters for the Waterway Staff; interviews, selects, trains and counsels staff. Responsible for maintaining Standard Operating Procedures for the Waterways Program and Dredging Priority Program, and develop Continuity of Operations Plans. Implements Division policy through the direct management of the Waterways Program, Dredging Priority Program and staff members.

Maintains close coordination with the Coastal Protection and Restoration Authority, Department of Economic Development, and the Department of Natural Resources on project development and use of dredged material from navigation channels for coastal restoration. Attends, represents DOTD, and makes presentations at the Ports Association of Louisiana monthly meetings and annual conference. Communicates with counterparts and officials of other states to secure coordination and funding for multi-state projects like the deepening of the Mississippi River and operation and maintenance of the Gulf Intracoastal Waterway.

Serves as a conduit for providing waterways status to the Governor's Office of Homeland Security and Emergency Preparedness during emergency situations. Sustains contact with maritime resources to render assistance or engage assets during emergencies.

Publishes informational brochures on Louisiana's marine transportation systems, navigation channels, and locks.

5% May be required to perform other duties as necessary including, but not limited to, additional emergency/disaster support activities.

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals and directives.

# 50530509-S65/G001-PORTS AND WATERWAYS