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:	0273 - DOTD-Administration
Position Number:	50367330

Allocation Action:	Affirmed
Official Allocation:	DOTD PROG DIR
Job Code:	172520
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/24/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	201935
Consultant:	WPA
Supervisor:	AD

STATECIVILSERVICE

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

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0700/0273	50367330

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
DOTD Program Director	AS-622	172520
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	WORK PARISH	PERSONNEL SUBAREA	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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Michael Proctor	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of the Secretary/QCIP/S17		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Deputy Secretary	183346	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

6	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 3/23/2023	☒ 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	DATE	☐ 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) Barry D Keeling	DATE 3-23-23	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY Barry D Keeling Deputy Secretary		

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.

Function Statement:

This position provides overall leadership, direction, and supervision for DOTD's Quality and Continuous Improvement Program (QCIP). The incumbent synthesizes staff analyses of statewide planning, programming, environmental, and project selection activities; statewide project design, construction, and delivery activities; District maintenance, highway system operation, and emergency response; statewide maintenance, highway system operation, and emergency response activities; statewide executive and business support section activities; and statewide non-highway multimodal commerce and public works section activities. The incumbent also oversees all QCIP Teams and Projects, in which QCIP staff work with stakeholders across multiple program areas, Sections and/or Districts to conduct root-cause analysis of specific challenges faced by the Agency. The incumbent maintains a unified, equitable view of the agency's activities across all functional areas, providing strategic-level advice and policy/procedure recommendations to Executives, Section Heads, and District Administrators. The incumbent oversees a staff of six (6) Business Analytics Specialists who lead initiatives to improve efficiency and effectiveness of key processes across multiple program areas and/or Sections/Districts via a process analysis and improvement driven approach, while maintaining QCIP responsibilities in connection with the agency's strategic planning and performance-based budgeting.

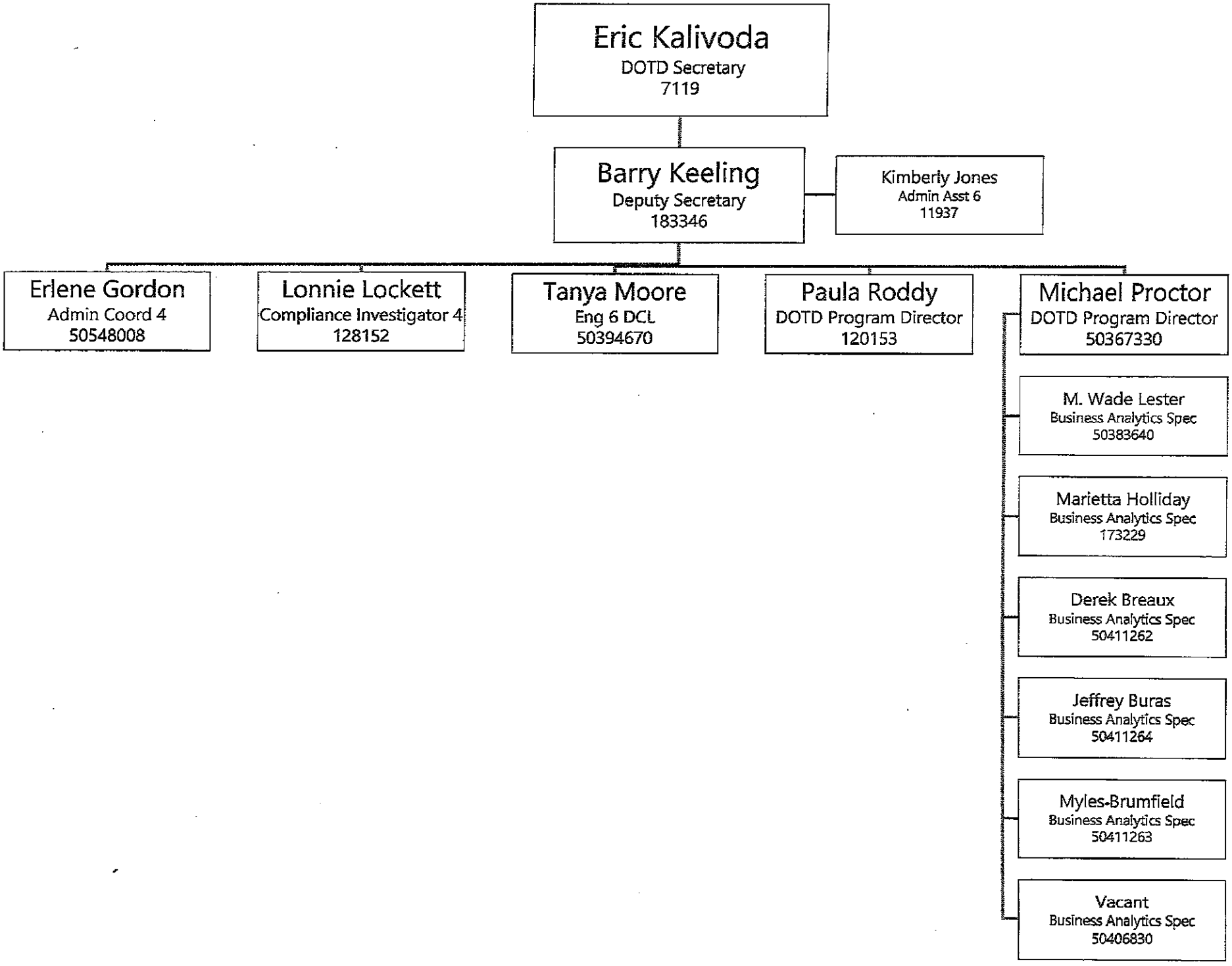
While in an official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

Duties and Responsibilities:

70% Identifies opportunities to improve the efficiency and effectiveness of all policies and processes within the agency, across all Sections and/or Districts. Challenges addressed will typically be on an agency- wide, cross-Office, or cross-Section level, but may be within a particular Section/District of the agency if the impact is of sufficient magnitude. Considers input from staff and other stakeholders. Reviews data, analysis, and reports generated by staff covering all functional areas of the agency. Determines scopes and methodologies for QCIP-led task forces and project teams. Selects members and assigns responsibilities of QCIP-led task forces and project teams. Engages with Executive Staff, Section Heads, and District Administrators who have authority over areas of concern. Oversees QCIP staff in the handling of QCIP-led task forces and project teams. Reviews all QCIP reports and recommendations prior to transmittal to Executive Staff. Oversees QCIP staff in the development and implementation of approved initiatives, policy changes, and/or process revisions.

25% Supervises all staff and functions of the QCIP. Establishes directives, policies, and procedures related to the QCIP to ensure the most efficient and effective utilization of resources. Trains staff in project management, change management, and other relevant methodologies. Ensures that staff members are aware of all pertinent information regarding the agency and its operations; this includes training staff on highway planning and project delivery processes, funding and budget, categories of highway programs, grants-management and other non-highway activities of the agency, organizational structure, and regulatory functions. Coordinates areas of specialization of QCI P staff to ensure that expertise is leveraged for all Teams and Projects to which such expertise can provide an advantage to the agency.

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


Eric Kalivoda
DOTD Secretary
7119
Barry Keeling
Deputy Secretary
183346
Kimberly Jones
Admin Asst 6
11937
Erlene Gordon
Admin Coord 4
50548008
Lonnie Lockett
Compliance Investigator 4
128152
Tanya Moore
Eng 6 DCL
50394670
Paula Roddy
DOTD Program Director
120153
Michael Proctor
DOTD Program Director
50367330
M. Wade Lester
Business Analytics Spec
50383640
Marietta Holliday
Business Analytics Spec
173229
Derek Breaux
Business Analytics Spec
50411262
Jeffrey Buras
Business Analytics Spec
50411264
Myles-Brumfield
Business Analytics Spec
50411263
Vacant
Business Analytics Spec
50406830