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

UNCLASSIFIED POSITION AUTHORITY APPROVAL

Form Est: 01/2017

STATECIVILSERVICE

Department:	0700 - DOTD
Agency:	0276 - DOTD-Engineering & Operations
Position Number:	50389314
Multiple position numbers:	No

Unclassified Authority Action:	Commission Approved 4.1(d)2 Position Renewed
Official Unclassified Job Title:	COORDINATOR
Job Code:	509400
Pay Range Minimum:	31.25
Pay Range Maximum:	40.87
Approval From:	02/04/2021
Approval To (Expiration Date):	02/03/2025
Additional Hours Approved:	
Comments:	

Log Number:	174970
Consultant:	NRB
Supervisor:	DBA

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

Office of Management and Finance
Human Resources
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1259 | fx: 225-379-1856

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

December 9, 2020

Mr. Byron Decoteau, Jr., Director
Department of Civil Service
Post Office Box 94111
Baton Rouge, LA 70804-9111

RE: 4.1(d)2 Renewal Authority for DOTD Emergency Operations

Dear Mr. Decoteau:

This is to request the Civil Service Commission's approval, under the provisions of Civil Service Rule 4.1(d)2, to renew the authority for five positions in DOTD's Emergency Operations Section for a period of four (4) years, ending February 3, 2025. The purpose of these positions is to meet DOTD's immediate, ongoing, and future needs to efficiently and effectively plan and coordinate the provision of critical public services during state emergencies.

DOTD is the primary agency for Emergency Support Function 1 (ESF-1) and Emergency Support Function 3 (ESF-3). ESF-1 is responsible for the provision of transportation resources for people, pets, and critical supplies. ESF-3 includes responsibilities such as contraflow, damage assessment, and debris clearance, removal, and disposal. Additionally, DOTD provides support to eleven other ESFs. GOHSEP requires the primary agency for each ESF to organize and coordinate all activities that take place in their functional area. This includes coordination with our support agencies and all levels of government. These positions provide support for the other ESFs as well as the Department in the areas of Emergency Training, Communications/GIS advancements in emergency events, logistical coordination, and cost recovery efforts.

DOTD's Emergency Operations Section currently consists of five classified and four unclassified positions that report to an unclassified Emergency Operation Director position. The four unclassified positions are the ESF-1 Manager, ESF-1 Specialist, ESF-3 Manager, and ESF-3 Specialist.

Please place this request on the Civil Service Commission's agenda for consideration at the January 6, 2021 meeting, to be effective February 3, 2021. Please contact Michelle Sanders, Human Resources Director, at (225) 379-1259 if you have any questions regarding this request.

Sincerely,

Barry D. Keeling
Undersecretary

BK:MS:fs

Enclosures

c: Vince Latino
Don Johnson
Michelle Sanders

STATECIVILSERVICE

REQUEST FOR EXEMPTION FROM THE CLASSIFIED SERVICE

Form Revision Date: 03/2019

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

AGENCY NAME	MAJOR AGENCY CODE	PERSONNEL AREA CODE
DOTD		0276

TYPE OF REQUEST

☐ **DIRECTOR APPROVED [4.1(d)1]**
1245 hour limit in a 12 month period
☐ NEW POSITION AUTHORITY
PROPOSED EFFECTIVE DATE
☐ RENEWAL OF POSITION AUTHORITY
☐ EXTENSION OF 1245 HOUR RESTRICTION
(Commission approval required)
ADDITIONAL HOURS REQUESTED

☒ **COMMISSION APPROVED [4.1(d)2]**
☐ NEW POSITION AUTHORITY
PROPOSED EFFECTIVE DATE
☒ RENEWAL OF POSITION AUTHORITY

NEW POSITION AUTHORITY INFORMATION

JOB TITLE	JOB CODE (if known)	WORKING JOB TITLE *(if used)*	REPORTS TO (JOB TITLE)

PAY RANGE (*Hourly*)	NUMBER OF POSITIONS REQUESTED	LENGTH OF TIME POSITION(S) NEEDED

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

RENEWAL OF POSITION AUTHORITY INFORMATION

CURRENT EXPIRATION DATE	CURRENT POSITION NUMBER(S)	NUMBER OF POSITIONS
02/03/2021	50389314	1

JOB TITLE	JOB CODE (if known)	WORKING JOB TITLE *(if used)*	REPORTS TO (JOB TITLE)
Coordinator	509400	ESF-1 Manager	Director of Emergency Operations

PAY RANGE (*Hourly*)	NUMBER OF HOURS WORKED (in previous appointment period) ***Applies to Director Approved [4.1(d)1] Positions Only***
$31.25 - $40.87	40/Weekly

EMPLOYEE NAME(S)	Michael Miller	EMPLOYEE ID(s)	251532

EXTENSION OF 1245 HOUR RESTRICTION INFORMATION

EMPLOYEE NAME(S)		EMPLOYEE ID(s)	

POSITION NUMBER(S)	JOB TITLE	JOB CODE

EFFECTIVE DATE OF APPOINTMENT	ONE YEAR APPOINTMENT EXPIRATION DATE	NUMBER OF HOURS EMPLOYEE HAS ALREADY WORKED IN THIS POSITION? Hours as of Date

ADDITIONAL INFORMATION

Please explain why a classified appointment is not appropriate for this position (i.e. unique background or qualifications) What makes these duties distinctively different from similar duties in the classified service?

ESF-1 functions are designated as part of the Louisiana Emergency Operations Plan; therefore, the positions that perform these functions fall in alignment with other positions that have been exempted from the classified service by the SCS Commission due to the absence of a classified job title that appropriately encompasses these functions.

If based on an initiative of the Agency Head, explain the program or project based on this initiative and the level and duration of this work.
DOTD is the primary agency for Emergency Support Function 1 (ESF-1) and Emergency Support Function 3 (ESF-3). ESF-1 is responsible for the provision of transportation resources for people, pets, and critical supplies. ESF-3 includes responsibilities such as contraflow, damage assessment, and debris clearance, removal, and disposal. Additionally, DOTD provides support to eleven other ESFs. GOHSEP requires the primary agency for each ESF to organize and coordinate all activities that take place in their functional area. This includes coordination with our support agencies and all levels of government. These positions provide support for these ESFs as well as the Department in the areas of Emergency Training, Communications/GIS advancements in emergency events, logistical coordination, and cost recovery efforts.

AGENCY APPROVAL

Signature of Appointing Authority or Designee	DATE
Print Name and Title of Person Signing this Request	12/8/20
Vincent C. Latino, Assistant Secretary (Operations)	

CONTACT INFORMATION (HUMAN RESOURCES)

NAME	Charles Wood	Phone Number	225-379-1669
EMAIL	Charles.Wood@la.gov		

JOB DUTIES AND RESPONSIBILITIES

ORGANIZATIONAL CHART MUST BE ATTACHED

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.

This position requires administrative and operational oversight of the agency's emergency transportation mission. Duties are tenets of the agency's Emergency Support Function – 1 (Transportation). The ESF-1 responsibility is assigned to DOTD under the State Emergency Operations Plan through Executive Order by the Governor. Responsible for all planning and response activities associated with ESF-1. Works closely with local, state and federal agencies in the development of all emergency plans. Coordinates with the Training/Exercise Specialist to ensure DOTD personnel are appropriately trained. Available 24/7 for emergency response. Represents the Department at meetings, workshops, conferences, etc. Performs other duties as needed.. Responsible for briefing and making constructive recommendations to the Emergency Operations Director on issues impacting the section's operational capabilities. Responsible for participating in all meetings, training, exercise's and related after action reviews (AAR's), following exercises or actual events within prescribed timeframes. Ensure implementation of corrective actions identified from the AARs within established suspense dates. Must possess outstanding organizational and communications skills and have a competent working knowledge of Microsoft Office and Excel software programs/applications. Requires knowledge of local, state and federal government agencies and their operational relationship during declared disasters. Available 24/7 in support of emergency response efforts. Must be available for overnight travel, on call 24 hours a day, seven days a week and be able to work 12 hour shifts for extended periods during emergencies. Performs other duties as needed. Must possess a valid Louisiana driver's license.

The incumbent will supervise the HAZMAT/GIS/IT Emergency Operations Specialist.

Requires professional level work experience in planning, analysis, and research.

65% Development, maintenance and execution of plans and procedures to carry out the ESF-1 responsibility. Collects, researches, documents and analyzes data through numerous resources including contact/collaboration with high level public officials in order to develop plans and procedures. Validates plans, procedures and standard operating procedures. Plans may be strategic and/or tactical in nature. Ensures that emergency management planning complies with federal, state and local laws and regulations. Analyzes proposed state and federal legislation which impacts emergency management and prepares reports/recommendations for the Emergency Operations Director. Performs as the Lead in the ESF-1 Emergency Operations Center. Coordinates planning activities with the private sector, with local and federal government officials and with supporting state agencies. Ensures the availability of transportation resources (vehicles for the transportation of people) through contracts, agreements and mutual aid, to carry out the ESF-1 responsibilities. Develops and manages the individual and collective training program for emergency preparedness, response, recovery, and mitigation. Performs research on needed training and develops training calendars and schedules. Disseminates training schedule to DOTD personnel with emergency responsibilities. Coordinates closely with LTRC, the Governor's Office of Homeland Security and Emergency Preparedness' (GOHSEP) Training Officer and the Federal Emergency Management Agency's (FEMA) Emergency Management Institute. Instruct courses and/or identify instructors for training courses

15% Continuity of Operations Program Management. Develop, review and update COOP plans and procedures annually. Assist Director in the development, review and update of plans and procedures annually. Provide training and advice for DOTD personnel supporting COOP responsibilities. Responsible for coordination of contracts/RFPs for supplies, equipment, and MOUs with vendors in the COOP arena. Promptly inform the Emergency Operations Director of issues or conflicts in coordinating COOP activities with other state agencies or local/federal government. Responsible

for maintaining a functioning operations cell in the event the COOP is enacted. Keeps Emergency Operations Director informed on issues negatively impacting the section's operational capability.

10% Represents the Department at meetings, workshops, conferences, etc., in order to coordinate emergency plans and procedures and maintain knowledge of current trends in emergency management, debris management, and damage assessment.

10% Performs other duties assigned during normal operations, and perform duties and responsibilities as assigned during emergencies/disasters. Continuously improve the performance of the Emergency Operations Section. Provide input in the development of section goals/ objectives and strategic planning. Provide assistance to other personnel in the section as needed/required for mission accomplishment. Participate in emergency exercises. Participate in after action reviews following exercises and actual events. Ensure implementation of corrective actions identified from the AARs within established suspense dates. Keeps Emergency Operations Director informed on issues negatively impacting the section's operational capability. Represents the Department at meetings, workshops, conferences, etc. Performs other duties as assigned during normal operations. Performs duties and responsibilities as assigned during emergencies/disasters.

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